



## INTEGRATED OCCUPATIONAL PROGRAM

### Information Manual

# INFORMATION MANUAL FOR ADMINISTRATORS, COUNSELLORS AND TEACHERS

1991

# Curriculum

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# **INTEGRATED OCCUPATIONAL PROGRAM**

## **Information Manual for Administrators, Counsellors and Teachers**

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## **FOREWORD**

This manual is designed to assist administrators, counsellors and teachers in implementing the Integrated Occupational Program in Grades 8-12. The information contained herein should be used in conjunction with the specific information provided in the program of studies/curriculum guides and teacher resource manuals for each subject area.

Careful planning and an understanding of the intent, structure, expectations, goals and objectives of the Integrated Occupational Program are essential for successful implementation of this program. The program is designed to be enriched through participation and support of the community members, business, industry, local agencies and organizations.

# ACKNOWLEDGEMENTS

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# TABLE OF CONTENTS

---

## PROGRAM OVERVIEW

Why have an Integrated Occupational Program? .....	1
Philosophy .....	1
Mandate/Rationale .....	1
Purpose .....	1
Objectives .....	2
Goals .....	2
Who is the Integrated Occupational Program Designed For? .....	3
Target Population .....	3
Relationship Between the Integrated Occupational Program and Special Education .....	4
What is an Integrated Occupational Program? .....	5
Synopsis .....	5
Integration .....	5
Practical Arts/Occupational Component .....	7
Benefits of IOP .....	8
Certificate of Achievement .....	9
How to Implement the Integrated Occupational Program .....	10
Student Selection Process .....	10
Exit Points from IOP .....	10
Funding .....	11
Program Development Plan .....	11
Informational Videos .....	11
Implementation Strategies .....	12
Implementation Assistance .....	14

## JUNIOR HIGH INTEGRATED OCCUPATIONAL PROGRAM

Program Design .....	16
Course Codes for Junior High IOP Courses .....	18
Curricular Documents .....	18
Exit Points: Junior High .....	18

## SENIOR HIGH INTEGRATED OCCUPATIONAL PROGRAM

Program Design .....	19
Core Courses .....	20
Complementary Courses .....	20
Overview: IOP Occupational Component .....	21
Certificate of Achievement .....	25
Achievement Profile .....	25
Transfer Between the Certificate of Achievement and the General High School Diploma ..	25
Course Transfer .....	26
Course Codes for Senior High IOP Courses .....	27
Senior High Interim Resources .....	28
Timetabling Alternatives .....	29

## SUGGESTIONS FOR SUCCESSFUL IMPLEMENTATION OF THE INTEGRATED OCCUPATIONAL PROGRAM

Information for Administrators and IOP Coordinators .....	32
Student Self-Esteem .....	32
Selecting the IOP Teacher .....	32
Characteristics of the Successful Basic Core Teacher .....	33
Preparing the IOP Teacher .....	34
Role of the IOP Coordinator .....	34
Planning Time for Integration .....	35
Community Partnership .....	35
Indicators of an Effective Integrated Occupational Program .....	36
Information for IOP Teachers .....	39
Use of the Program of Studies .....	39
Use of the Program of Studies/Curriculum Guide .....	39
Problem-Solving Model .....	40
Understanding the IOP Student's Level of Cognitive Development .....	41
Thinking-Related Behaviours .....	42
Strategies for Teaching: "Getting the Most" from IOP Students .....	43
Encouragement vs Praise .....	43
Providing Structure .....	44
Setting Expectations .....	45
Evaluating Students' Work .....	46
Strategies for Effective Evaluation .....	46
Instructional Mediation .....	51
Oral Language in the Classroom .....	51
Questioning Techniques .....	52
Teacher Self-Evaluation of Questioning Techniques .....	52
Response Opportunity .....	53
Latency Period .....	53
Modelling .....	54
Techniques for Maximizing Classroom Effectiveness .....	55
Student Behaviour Indicators .....	58
Professional Reading List .....	60
Alberta Education Documents .....	62



## COMMUNITY PARTNERSHIPS

Definition .....	63
Rationale .....	63
Mandate .....	64
Objectives .....	64
Benefits .....	65
Students .....	65
Teachers .....	65
Schools .....	66
Jurisdictions .....	66
Business and Industry .....	66
Community .....	67
Types of Community Partnerships .....	67
Launching Successful Partnerships .....	69
Program Initiation and Planning .....	70
Program Implementation .....	72
Program Monitoring and Management .....	77
Program Evaluation .....	79
Program Validation .....	80
Recognition of Community Partners .....	81



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# PROGRAM OVERVIEW

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## WHY HAVE AN INTEGRATED OCCUPATIONAL PROGRAM?

### PHILOSOPHY

The need to develop programs for students with exceptional needs rests on a fundamental belief about children, as expressed in the government's *Secondary Education in Alberta* (June 1985) Policy Statement "A respect for the unique nature and worth of each individual" (p. 7).

The Integrated Occupational Program also rests on a number of further beliefs and assumptions about the way children learn, the overall potential of these children, and their learning needs in relation to societal demands. These beliefs and assumptions have a tremendous impact on program goals, design and implementation.

There is no fixed pattern, nor is there any predictability to children's learning, given a novel intervention such as an integrated curriculum. Each child's learning pattern, style and pace is unique, reflecting past experiences and how these "mesh" with those provided by the Integrated Occupational Program. Though seen as "exceptional" in their learning needs, these children nonetheless fall within the "normal" range of learning potential, thus every effort must be made to offer experiences which provide equitable opportunities to participate in all aspects of life.

Inherent in the Integrated Occupational Program is an overriding commitment to prepare these students for meaningful participation in our democratic society.

### MANDATE/RATIONALE

In recognition that the needs of both the individual and society may best be served through the provision of school experiences tailored to meet student needs and abilities, the *Policy Statement* directs that a program be developed for students who continue to experience difficulty in learning. This program, beginning in Grade 8, will be known as the Integrated Occupational Program and will be articulated with a similar program in the senior high school.

The Policy Statement further directs that:

"A Certificate of Achievement will be awarded to those students who, because of their abilities and needs, have taken the Integrated Occupational Program. The certificate will recognize their achievement in that program." (p. 23)

### PURPOSE

The Integrated Occupational Program is designed to enable students to:

- become responsible members of society
- develop entry level vocational abilities
- recognize the need for lifelong learning.

## OBJECTIVES

The Integrated Occupational Program (IOP) is designed to meet the needs of students who have experienced prolonged difficulty with the regular elementary and secondary school programs.

At junior high: emphasis is placed on providing students opportunities to acquire, consolidate and expand upon concepts, skills and attitudes necessary for successful crossover to regular programs

OR

to progress in the IOP at the senior high school level.

At senior high: IOP offers students opportunities to acquire, consolidate and expand upon concepts, skills and attitudes necessary for responsible citizenship, lifelong learning and successful transition to the workplace

OR

to provide successful transition to regular senior high programs.

## GOALS

The goals of IOP are in keeping with "The Goals of Basic Education in Alberta". Education should help students recognize, make and act on good choices. Within this broad aim, the goals of secondary schools are to assist students to:

- develop the ability to think conceptually, critically and creatively; to acquire and apply problem-solving skills; to apply principles of logic; and to use different modes of inquiry
- master effective language and communication skills, including the ability to use communications technology
- acquire basic knowledge, skills, and positive attitudes needed to become responsible citizens and contributing members of society
- learn about the interdependent nature of the world, through a study of history, geography and political and economic systems
- become aware of the expectations that will be faced as employees or employers; expectations that will be faced as entrepreneurs or volunteers and be prepared for the opportunities of the workplace
- assume increasing responsibility for independent and continuous learning, and develop positive attitudes toward learning while in school, in preparation for self-directed, lifelong educational experiences
- learn about themselves and develop positive, realistic self-images
- develop constructive relationships with others based on respect, trust, co-operation, consideration and caring, as one aspect of moral and ethical behaviour
- develop cultural and recreational interests and realize personal aspirations.

Within these broad goals, the specific goals of IOP are to help students to:

- develop essential concepts, skills and attitudes in preparation for their roles in the home, community and the workplace
- foster success and achievement in their learning experiences, thereby enhancing their self-esteem
- foster an attitude for lifelong learning and develop skills in accessing lifelong learning opportunities.

## **WHO IS THE INTEGRATED OCCUPATIONAL PROGRAM DESIGNED FOR?**

### **TARGET POPULATION**

The Integrated Occupational Program is designed for students who require an integrated program that enhances their academic and occupational competencies and their ability to enter into employment and/or continuing education and training.

The number of students who may be appropriately recommended to take the Integrated Occupational Program varies across the different school jurisdictions in the province. Schools should adopt policies and procedures to identify candidates before the end of their seventh year in school. The following criteria have been established which, taken together, may help determine student eligibility for the Integrated Occupational Program.

- **Age** – Students must be 12 years, 6 months of age or older as of September 1 in the year of entry to the program.
- **Achievement** – Candidates for the Integrated Occupational Program have a range of abilities and interests. They demonstrate reading, writing, computational and other levels of achievement below those of their age peers. The differences in their achievement tend to make it difficult for them to experience success in a diploma program. However, students should be encouraged to take courses outside the IOP when their achievement level indicates that it is appropriate for them to do so.
- **Related Factors** – Related factors (e.g., behaviour, motivation, emotional make-up, psychomotor co-ordination, work habits, attendance, persistence) should be considered.
- **Learning Styles** – Concrete learning experiences related to occupations will be of benefit to these students.

The IOP target population should not include:

- those whose deficiencies require special needs programs -- Educable Mentally Handicapped, Trainable Mentally Handicapped
- those whose needs for remediation can be addressed through the elective components of regular courses or through remedial classes
- those whose sole criterion for entry is excessively disruptive behaviour. These students should be directed to more suitable special needs programs.

## **RELATIONSHIP BETWEEN THE IOP AND SPECIAL EDUCATION**

By law, schools **MUST** provide special education to those students who require it. The Integrated Occupational Program, on the other hand, is a **PROGRAM OF CHOICE**; i.e., local jurisdictions decide whether IOP is the best way to meet the needs of students and, if so, may **CHOOSE** to offer it. The IOP is **NOT** designed to replace special education.



# WHAT IS AN INTEGRATED OCCUPATIONAL PROGRAM?

## SYNOPSIS

The IOP is a five year program that begins in the eighth year of schooling and continues through the twelfth year of schooling. The program is for students who have experienced difficulty in learning. The focus of the core courses is on development of knowledge, skills and attitudes necessary for everyday living at home, in the community and on the job. While basic skill development in the core courses is directed to improving students' abilities in communication, computation, and social relationships, the practical arts/occupational courses provide opportunities for students to apply these abilities.

The recommended teacher-student ratio for IOP classes is 1-20 in core courses and 1-15 in practical arts/occupational courses. These or smaller class sizes enable more individualized student attention.

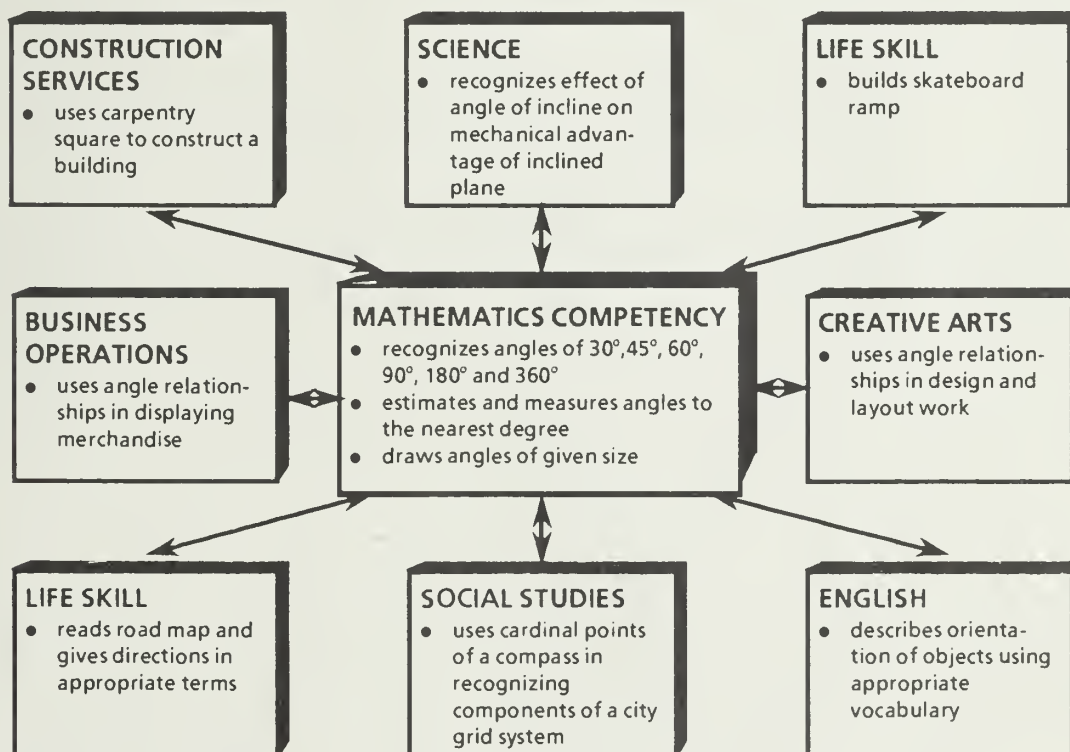
The IOP courses, and in particular the practical arts/occupational courses, all have a community partnership component (see community partnership section of manual). To provide enrichment to the curriculum, parents, private citizens, and business, industry, and community volunteers may come into the school. Alternatively, students may go out into the community and/or business world to apply their learnings. As students see the relevance of their learning, they may become more interested in learning and in acquiring needed skills. Community partnership opportunities also provide a means of enhancing students' social skills and self-esteem while providing occupational preparation for entry into the world of work.

## INTEGRATION

The name "Integrated Occupational Program" has been chosen with care. Integration occurs in a number of ways:

- There is **practical curriculum integration**. That is, concepts, skills and attitudes addressed in core subjects are reinforced through concrete application in other subject areas.

For example,



- **Social skills** are integrated into each and every IOP course. Research clearly indicates that typical IOP students have experienced frustration and failure in the regular school program and consequently may have low self-esteem and display poor social skills. The IOP curriculum breaks down units of instruction into manageable portions that assist students to experience success and thus feel good about themselves. As this occurs, positive social skills development is addressed.
- **Integration of students** into the school environment is encouraged at the local level. IOP students should be members of school teams, participants in sports functions, members of the student council, etc. Wherever possible, IOP students are encouraged to enrol in regular classes; e.g., physical education, CALM, art, music, drama.
- The Integrated Occupational Program promotes **integration with the community**. Community partnerships are an essential and required aspect of every practical arts/occupational course. As students get "on the job experience", learning becomes increasingly relevant and meaningful.

All IOP Program of Studies/Curriculum Guides are arranged in a four-column format. Column three provides specific suggestions for integration across subject areas. To ensure integration, teachers and administrators are encouraged to work together when organizing for instruction. Cooperative planning and organization time is vital at the local level to ensure that integration becomes a reality.



## PRACTICAL ARTS/OCCUPATIONAL COMPONENT

The practical arts/occupational component of the Integrated Occupational Program provides opportunities for students to gain practical learning experiences within the school, home, and the community in the context of eight occupational clusters. The occupational courses focus first and foremost on the needs of students and seek to build on their strengths rather than on their limitations. These courses are designed to help students construct their own bridges as they make the transition from school to the workplace and/or post secondary education and training.

Three key concepts about the practical arts/occupational courses emerge from the above:

- Students need to develop generic skills that will enable them to make educated decisions concerning the roles they wish to play in the workplace and in the community.
- Students need to develop work skills that will enable them to gain at least entry level employment in one or more occupational clusters.
- The development of both generic skills and work skills can best be achieved through courses of study that integrate:
  - the learning of essential knowledge, skills and attitudes across the curriculum
  - the school and the community as partners in the educational process.

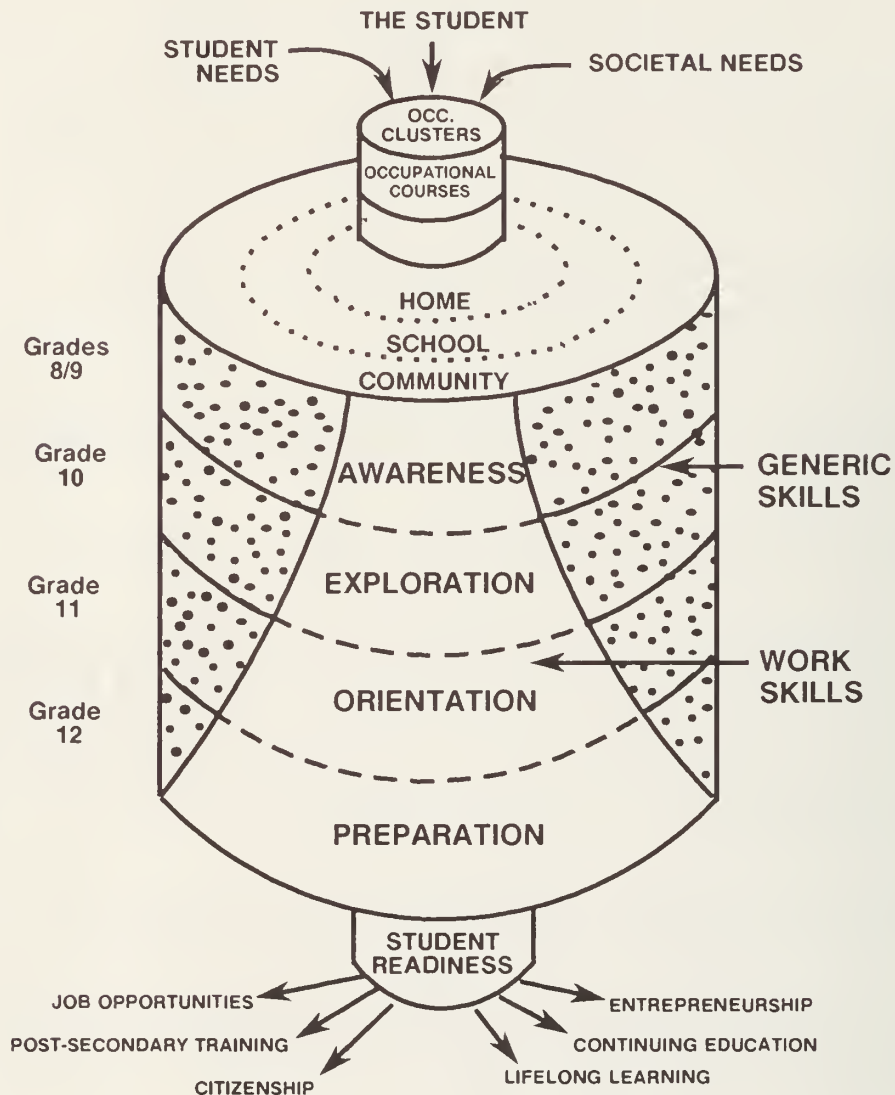
In addition, practical arts/occupational courses are designed to enable each student to experience success through learning; to develop a positive self-concept; to develop marketable life skills; to make the transition from school to work, and to become a contributing member of society.

Each of the practical arts/occupational courses in the Integrated Occupational Program is designed to enable students to develop essential knowledge, skills and attitudes in the context of one or more of eight occupational clusters.

The Grades 8 and 9 practical arts courses are designed to provide students with AWARENESS of the eight occupational clusters addressed in the senior high occupational component.

In Grade 10, students EXPLORE potential career opportunities within the eight occupational clusters. Grade 11 students narrow their career focus and will select an ORIENTATION in two or more related occupational courses. Grade 12 enables students to narrow their career focus even further to develop skills in PREPARATION for their transition either to the world of work or to further education or training.

The model below shows the sequence of skill development and the anticipated outcomes for students who complete the program and attain a Certificate of Achievement.



## BENEFITS OF IOP

The structure of IOP provides the following benefits:

- All learning in core subjects begin at the concrete developmental level. Instruction begins with reference to real life application(s). These learnings are deliberately reinforced and applied in the practical arts/occupational courses (e.g., "measurement" is taught in mathematics and applied in the occupational courses). It is often this deliberate reinforcement in a practical area that enables students to understand the need for academic knowledge as it applies to success in the workplace.

- Both the junior and senior high core courses (language arts, mathematics, science, social studies) reflect the content of regular courses but within a functional, life skills and applied vocational context.
- This program is designed to allow flexibility for students to access occupational courses as well as other complementary courses. The amount of time for occupational courses increases at the senior high level.
- The program encourages student integration into regular courses where appropriate. Teachers are encouraged to use varied teaching strategies in keeping with the abilities, needs, interests and learning styles of individual students.
- Content emphasis in each course is on knowledge, skills and attitudes required to becoming responsible members of society.
- The community partnership component ensures that the special needs of the IOP students are addressed in practical, real life learning situations. It provides practical experience with role models, mentors, community endeavours and the business world. Such experiences not only increase the students' motivation and achievement and enhance their self-image, but also provide opportunities to:
  - acquire employable skills while attending school
  - increase career awareness
  - explore occupational choices
  - develop understanding of the employer/employee relationship
  - assist in the transition from school to the workplace.
- The resources suggested are at a level of reading and interest suitable for IOP students.
- The program offers multiple entry and exit points to accommodate the needs of individual students. As soon as students indicate a readiness for success in one or more subjects in the regular program, exit is encouraged.
- There is emphasis on effective teaching strategies that accommodate a variety of learning styles.
- All IOP courses are field validated prior to implementation, to ensure they are appropriate for students placed in the program.
- Students earn a Certificate of Achievement upon successful completion of 80 credits of instruction in specified and unspecified courses.
- By taking one additional year of high school (e.g., a four-year high school program) some students who obtain the appropriate credits may also gain a General High School Diploma.

## CERTIFICATE OF ACHIEVEMENT

A provincially issued Certificate of Achievement will be awarded to students who complete a minimum of 80 credits in the specified and unspecified core and complementary courses\* of the Integrated Occupational Program:

Core Courses	27 credits (minimum)
Occupational Courses	40 credits (minimum)
Unspecified Courses	<u>13</u> credits
	80 credits

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\* The details of specified courses are described in the senior high section of this manual, beginning on page 19.

# HOW TO IMPLEMENT THE INTEGRATED OCCUPATIONAL PROGRAM

## STUDENT SELECTION PROCESS

The following guidelines may assist in the identification and selection of students who will benefit by being placed in the Integrated Occupational Program.

- IOP candidates are initially recommended by local school administrators, teachers, parents or students themselves.
- Profiles are completed based on the "IOP Student Eligibility Criteria" (see page 3).
- A local committee (e.g., administrator, guidance counsellor, teacher) reviews each candidate's profile and supporting documentation and recommends a candidate's admittance to the IOP when there is a documented fit between the profile and the selection criteria, and when it is in the student's best interests to do so.
- Each candidate's profile and documentation, together with the selection committee's recommendation, are communicated to the parent(s)/guardian(s) and student. The communication will be of sufficient depth and breadth to enable the parent(s)/guardian(s) to provide informed written consent for the candidate's enrolment in the IOP. The parent(s)/guardian(s) (or student, if 16 years or older) will be the final arbitrator of whether the candidate will be initially enrolled in IOP or maintain enrolment in IOP.
- The student profile should be maintained and reviewed on an ongoing basis. Upon completion of the junior high IOP component, students and their parent(s)/guardian(s) will be presented with sufficient information upon which to base a determination of whether it is in each student's best interests to cross over to other more suitable programs or to remain in the IOP at the senior high school level. Data should include:
  - results of recently administered standardized tests (particularly in the areas of language arts and mathematics);
  - the student's accumulated record to date (including teacher-generated affective-domain evaluations);
  - examples of the student's work.

To permit continuity in IOP delivery, feeder schools should make available to receiving schools a copy of each student's ongoing IOP record. Principals of feeder junior high schools should recommend to receiving high schools the best student program placement.

## EXIT POINTS FROM IOP

After one, two or more years in the program, some students in IOP courses may develop the attitudes and sufficient knowledge and skills to enable them to transfer to higher level courses in the regular program.

Program exit points are discussed in the junior and senior high sections of this manual.

## FUNDING

Alberta Education supports the IOP through the provision of funds in addition to the School Foundation Program Fund. Regulations with regard to funding may be revised annually.

To qualify for funding, jurisdictions must offer or make available a five-year Integrated Occupational Program. Agreements between jurisdictions are possible at the local level (i.e., the junior high portion of the program may be offered within one jurisdiction, the senior high in another).

In order to qualify for IOP grants, the following conditions must be met by each student in:

- **JUNIOR HIGH** – minimum of two IOP Core courses and two IOP Practical Arts courses
- **SENIOR HIGH** – minimum of 40 specified credits in IOP Occupational courses:  
16 (10 credits), 26 (20 credits), 36 (10 credits).

Specific funding information is provided in the School Grants Manual.

## PROGRAM DEVELOPMENT PLAN

IOP courses are scheduled for development and implementation as interim documents in September of the years indicated below:

	Grades 8, 9	Grade 10	Grade 11	Grade 12
Field Test	1987	1988	1989	1990
Revision of Field Test Documents	1988	1989	1990	1991
Provincial Implementation (interim documents)	1989	1990	1991	1992

All IOP documents will remain interim until September 1993.

During the development/field validation process for each grade of IOP, documents are available to jurisdictions for preview/comment upon written request of their superintendent.

## INFORMATIONAL VIDEOS

Two informational videos are currently available from the ACCESS Network Media Resource Centre. Alberta educators may call 256-1100 in Calgary. The toll-free number for educators outside of Calgary is 1-800-352-8293.

- A thirty-minute informational video entitled "Opening New Doors" and accompanying brochure "IOP Questions and Answers". This production is directed to parents/guardians of potential Integrated Occupational Program students and is designed to provide them with a basic understanding of the Integrated Occupational Program and enable them to make an informed program placement decision.
- A sixty-minute inservice video for teachers entitled "On Cue Inservice for Teachers: The Integrated Occupational Program".



## IMPLEMENTATION STRATEGIES

Judging from the many creative strategies used to implement effective Integrated Occupational Programs across the province, it is probably accurate to suggest that there is no one best way to implement IOP and no one best way to organize for instruction.

Each school jurisdiction/school faces unique challenges when planning to implement the IOP. For example, the challenges facing a small rural school may be significantly different from those facing a large urban school. In each situation, however, detailed planning should precede implementation.

The Program Planning/Implementation Guide on the following page outlines some of the tasks that may be undertaken before, during and after implementation. Selection, prioritization and sequencing of these tasks may differ in different jurisdictions/schools.

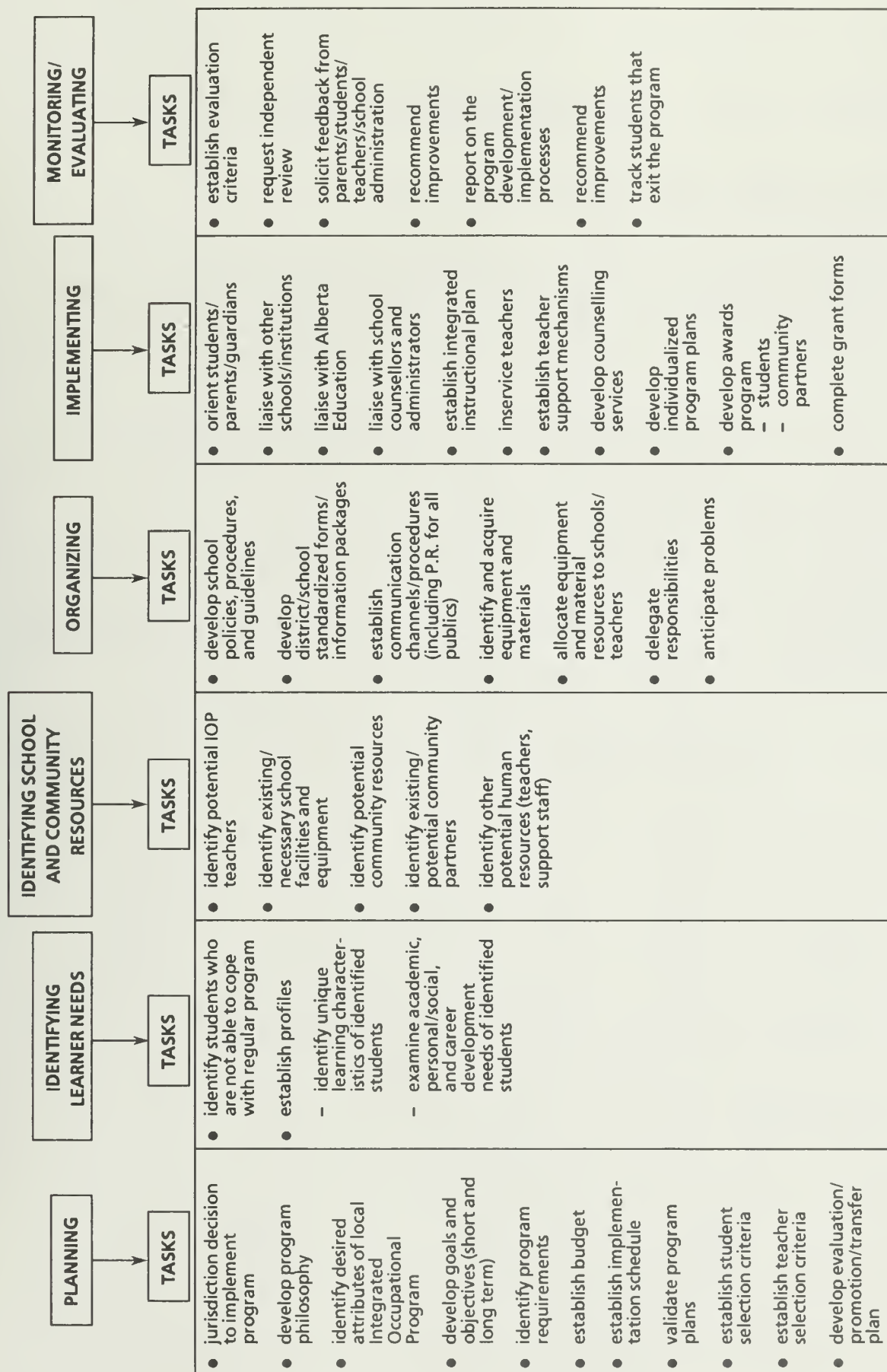
Administrators, counsellors and teachers indicate that visits to other schools and discussions with school personnel offering the program have assisted them in their implementation plans. Key areas for local consideration include:

- how to organize for instruction when the number of IOP students is relatively small/large
- how to establish linkages/partnerships with other school jurisdictions and institutions in order to implement/further develop a program
- how to timetable IOP students to maximize community partnership learning opportunities
- who should teach IOP students/courses
- how many teachers should IOP students receive instruction from each day/week
- how to establish, monitor, nurture community partnerships
- who should coordinate community partnership activities
- how may parents/guardians be involved in maximizing learning opportunities/experiences
- how may students' successes and achievements be communicated to different publics.

Assistance in these and other key areas may be obtained by contacting the regional office representative for the Integrated Occupation Program for your zone. A list of these representatives is shown on p. 14.

The IOP: Organizing for Instruction Year Planner shown on p. 15, may assist administrators, counsellors and teachers when planning the school's Integrated Occupational Program, Grades 8 through 12.

# IOP PROGRAM DEVELOPMENT/IMPLEMENTATION PLANNING GUIDE



## IMPLEMENTATION ASSISTANCE

Implementation of a new program requires knowledge about the intended operation of that program. Alberta Education is assisting with the implementation of IOP in a number of ways:

- IOP presentations are given, by request, at
  - major conventions and conferences across the province
  - zone meetings of school jurisdictions
- informational documents are prepared and circulated to interested jurisdictions
  - the *Integrated Occupational Program Information Manual for Administrators, Counsellors and Teachers* provides an overview of the development and implementation process of IOP
  - field test curriculum documents are circulated to any jurisdiction, upon written request of the superintendent
- the ACCESS video "Opening New Doors" and accompanying brochure "IOP Questions and Answers" inform parents and the community about the Integrated Occupational Program
- the ACCESS video "On Cue Inservice for Teachers: The Integrated Occupational Program" informs teachers about IOP curricular materials and their use
- field test IOP schools were included in full day orientation sessions and given implementation assistance via field visits during the validation period
- regional office consultants are responsible for ongoing assistance within each school jurisdiction. For assistance with IOP, contact the consultant for your zone.

Consultants for the Integrated Occupational Program may be contacted at the following regional offices:

Zone 1: Grande Prairie  
538-5130

Zone 2/3: Edmonton  
427-2952

Zone 4: Red Deer  
340-5262

Zone 5: Calgary  
297-6353

Zone 6: Lethbridge  
381-5243



# IOP: ORGANIZING FOR INSTRUCTION YEAR PLANNER

COURSES	Integrated/ Mainstreamed					Segregated					Concurrent				
	8	9	10	11	12	8	9	10	11	12	8	9	10	11	12
Core/ Academic															
Practical Arts/ Occupational															
Other Courses															

# JUNIOR HIGH INTEGRATED OCCUPATIONAL PROGRAM

## PROGRAM DESIGN

Selected students should be encouraged to enrol in the Integrated Occupational Program in the eighth year of schooling in order to avail themselves fully of the program's potential benefits.

The junior high school core requirements consist of language arts, mathematics, science and social studies. These courses reflect the content of regular junior high school courses, but within a functional, life skills and applied vocational context.

In addition, students at the junior high level are expected to take a minimum of 225 hours of instruction in the practical arts including a minimum of 150 hours of instruction in IOP Practical Arts courses. Three areas of instruction have been developed in the IOP Practical Arts: **Business Education, Personal and Public Services, and Technical Occupational**. Students are encouraged to take courses in each area in order to acquire the base of awareness they will need to make more definitive choices at the senior high level of the occupational clusters that best match their interests and aptitudes.

In addition, students are encouraged to enrol in regular complementary courses that match their interests and needs (e.g., computer studies, agriculture, art, drama, music, religious studies).

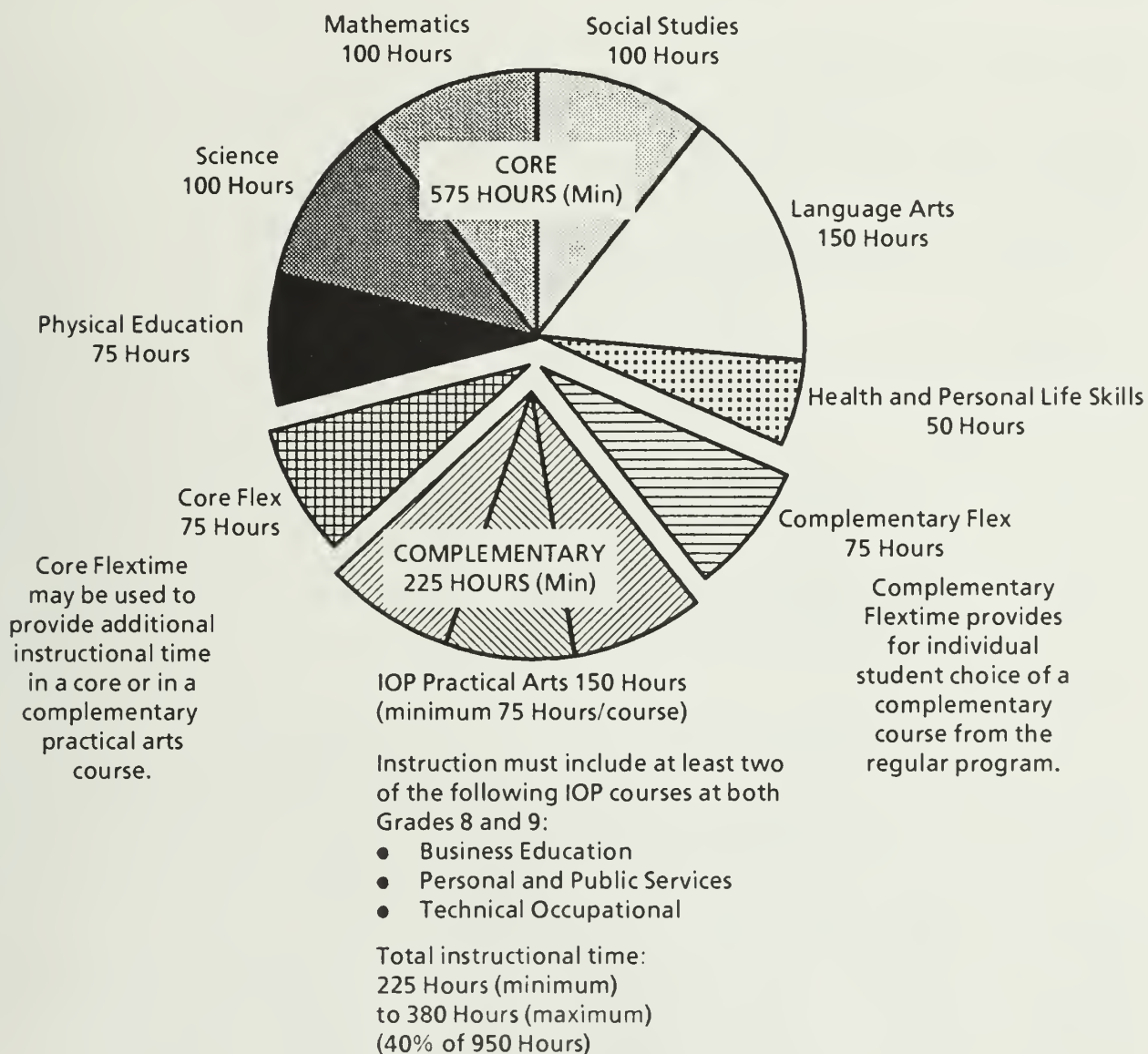
CORE	COMPLEMENTARY
IOP Courses in: <ul style="list-style-type: none"> <li>• Language Arts</li> <li>• Mathematics</li> <li>• Science</li> <li>• Social Studies</li> </ul> Regular Courses in: <ul style="list-style-type: none"> <li>• Health and Personal Life Skills</li> <li>• Physical Education</li> </ul>	Regular Complementary (student choices): <b>Practical Arts</b> <ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Computer Literacy</li> <li>• Home Economics*</li> <li>• Industrial Education*</li> <li>• Typewriting*</li> </ul> <b>Fine and Performing Arts</b> <ul style="list-style-type: none"> <li>• Art</li> <li>• Drama</li> <li>• Music (General)</li> <li>• Music (Choral)</li> <li>• Music (Instrumental)</li> </ul> <b>Second Languages</b> <ul style="list-style-type: none"> <li>• French</li> <li>• German</li> <li>• Ukrainian</li> </ul> <b>Religious or Ethical Studies</b> <ul style="list-style-type: none"> <li>• Religious Studies</li> <li>• Ethics</li> </ul> <b>Other</b> <ul style="list-style-type: none"> <li>• Locally Authorized Courses**</li> </ul>
PRACTICAL ARTS	
IOP Practical Arts Courses (maximum 40% time allocation): <ul style="list-style-type: none"> <li>• Business Education</li> <li>• Personal and Public Services</li> <li>• Technical Occupational</li> </ul>	

\* Since students will be enrolled in IOP Practical Arts courses they would not likely choose home economics, industrial arts or typewriting as options because of similar course content.

\*\* Based on provincial course specifications.

The *Guide to Education: Junior High School Handbook* specifies a minimum of 950 hours of instruction at each grade of junior high school. The time allotment for IOP Core courses parallels that of other junior high core courses, with the extra provision that the core flextime may be used to provide additional instructional time in either IOP Core or IOP Practical Arts courses. Diagrammatically the IOP program could be depicted as:

## CORE AND COMPLEMENTARY SUBJECTS JUNIOR HIGH SCHOOL PROGRAMS



The practical arts curricula provides for the inclusion of a variety of occupational topics to increase students' awareness of the eight occupational clusters and twenty occupational courses addressed at the senior high school level.

## COURSE CODES FOR JUNIOR HIGH IOP COURSES

<u>Grade 8</u>		<u>Grade 9</u>	
<u>Course Code</u>	<u>Course Name</u>	<u>Course Code</u>	<u>Course Name</u>
8104	Language Arts	9104	Language Arts
8111	Mathematics	9111	Mathematics
8141	Science	9141	Science
8151	Social Studies	9151	Social Studies
8611	Business Education	9611	Business Education
8621	Personal and Public Services	9621	Personal and Public Services
8601	Technical/Occupational	9601	Technical/Occupational

## CURRICULAR DOCUMENTS

The following junior high IOP interim curricular documents are available from the Learning Resources Distribution Centre; 12360–142 Street, Edmonton, Alberta, T5L 4X9.

### Language Arts:

8/9	Program of Studies/Curriculum Guide
8/9	Teacher Resource Manual

### Mathematics:

8/9	Program of Studies/Curriculum Guide
8/9	Teacher Resource Manual

### Science:

8/9	Program of Studies/Curriculum Guide
8/9	Teacher Resource Manual

### Social Studies:

8/9	Program of Studies/Curriculum Guide
8/9	Teacher Resource Manual

### Practical Arts: \*

8/9	Program of Studies/Curriculum Guide
8/9	Teacher Resource Manual

\*The IOP Practical Arts curricular documents include three course components: Business Education, Personal and Public Services and Technical Occupational.

## EXIT POINTS: JUNIOR HIGH

After completion of one or two years of IOP at the junior high level, it may be appropriate for some students to transfer to senior high courses (13- or 14-level) leading to a General High School Diploma.

# SENIOR HIGH INTEGRATED OCCUPATIONAL PROGRAM

## PROGRAM DESIGN

Successful completion of the Grades 10, 11 and 12 IOP program (80 credits) will result in a Certificate of Achievement. The courses required for a Certificate of Achievement are outlined in the following chart:

Eligible Courses and Credits for the Certificate of Achievement

A. IOP CORE Courses and Credits <sup>①</sup>		Alternative Courses and Credits <sup>①</sup>
English	English 16 (3), 26 (3), 36 (3)	A minimum of 10 credits in English, including 5 in English 23
Social Studies	Social Studies 16 (3), 26 (3)	Social Studies 13 (5)
Mathematics	Mathematics 16 (3)	Mathematics 14 (5) <u>or</u> Mathematics 13 (5)
Science	Science 16 (3)	Science 14 (5)
TOTAL 21 credits		TOTAL 25 credits
B. Physical Education <sup>②</sup> 10 (3) Career and Life Management 20 (3)		
C. IOP Occupational Courses		
A minimum of 40 credits from the occupational clusters <sup>③④</sup>		
● Agribusiness		Grade 10 (16-level) – minimum of 10 credits
● Business and Office Operations		Grade 11 (26-level) – minimum of 20 credits
● Construction and Fabrication		Grade 12 (36-level) – minimum of 10 credits
● Creative Arts		
● Natural Resources		
● Personal and Public Services		
● Tourism and Hospitality		
● Transportation		
D. Unspecified Credits		
To meet the minimum credit requirement for the Certificate of Achievement, students must take additional unspecified courses. The number of unspecified credits available will depend upon the student's selection of Integrated Occupational courses <u>or</u> alternative courses listed in Part A.		

① Credits are indicated in parentheses.

② Components of the Physical Education 10 requirements may be waived on the recommendation of the principal, for good and sufficient medical or religious reasons. When a Grade 10 student is unable to meet the requirement for Physical Education 10 for medical reasons, every effort should be made to meet this requirement in Grades 11 or 12. See *Guide to Education: Senior High School Handbook* for individual or class exemption criteria.

③ One 36-level course from any occupational cluster will be accepted for transferring from the Integrated Occupational Program to the General High School Diploma Program.

④ Students must complete a minimum of one series of occupational (16, 26 and 36 level courses) to attain the Certificate of Achievement.



## CORE COURSES

The senior high school IOP core requirements of English, social studies, mathematics and science may be met through the IOP "16–26–36" series of courses. These courses are for those students who are not able to experience success in other courses. Integration of IOP students is possible in all courses including career and life management and physical education. Core courses may be scheduled throughout the three high school years rather than being concentrated in any given year (e.g., CALM 20 is taken by most high school students during Grade 11; however, because it provides reinforcement of many of the concepts addressed in IOP courses, IOP students are advised to take it in Grade 12). All learning in core subjects begins at the concrete developmental level with reference to real life applications, and is deliberately reinforced and applied in occupational courses. It is often this deliberate reinforcement that enables students to understand the need and relevance of basic computational, communication and social skills as applied to success in the workplace.

## COMPLEMENTARY COURSES

The complementary component of the senior high IOP consists of occupational courses that may be taken in each high school year, with the option of taking regular complementary courses according to a student's abilities and interests (personal development, fine arts, home economics, industrial education, business education, etc.). In order to attain the Certificate of Achievement, students must complete a minimum of 40 credits of the required 80 credits in occupational courses selected from eight occupational clusters. Each of the occupational courses in the Integrated Occupational Program is designed to enable students to develop essential knowledge, skills and attitudes in the context of one or more of the following occupational clusters:

- Agribusiness
- Business and Office Operations
- Construction and Fabrication
- Creative Arts
- Natural Resources
- Personal and Public Services
- Tourism and Hospitality
- Transportation

In Grades 8 and 9, IOP students are provided with an AWARENESS of the eight occupational clusters addressed in the occupational component of the program, through their participation in an assortment of practical arts learning experiences. In Grade 10, students will EXPLORE potential career opportunities. Grade 11 students will narrow their career focus and will select courses that provide an ORIENTATION. Grade 12 enables students to concentrate on the PREPARATION of skills to assist them to make the transition to the world of work, to another educational/training institution or to industrial/business "on-the-job" training. This approach provides an excellent opportunity for students to find out first-hand about occupational clusters in Grade 10, and acquire hands-on experience in specific occupational areas in Grades 11 and 12.

## OVERVIEW: IOP OCCUPATIONAL COMPONENT

	16-Level	26-Level	36-Level
Developmental Concept	Exploration	Orientation	Preparation
Primary Experiential Objective	To explore, reason, experiment, and discover skills related to families of occupations.	To explore, experiment and practise skills related to one or more occupational areas.	To practise and develop entry-level skills in one or more occupational areas.
Suggested Instructional Orientation (a) School (b) Community Partnership*	80% 20%	70% 30%	60% 40%
Credits per course	(3 or 5 credits) 75-125 hours	(10 credits) 250 hours	(10 credits) 250 hours
Minimum Requirement	4 X 3-credit courses, or 2 X 5-credit courses	two-course sequences	one-course sequence
Evaluation	Attitude, Achievement, Competency	Attitude, Achievement, Increased Competency	Attitude, Achievement, Entry-level Competency
<b><u>AGRIBUSINESS</u></b> 1. Agricultural Production  2. Agricultural Mechanics  3. Horticultural Services	1. Exploration of terms, tools and techniques related to land and soil products.  2. Exploration of terms, tools and techniques of basic carpentry, metal work and welding.  3. Exploration of terms, tools and techniques of lawn and garden care	1. Orientation to further land usage and animal production.  2. Orientation to arc welding, blueprint reading, small engine maintenance, painting.  3. Orientation to skill development in horticulture and basic floriculture	1. Preparation for entry-level jobs. Further development of land/soil products, an increased emphasis on animal production.  2. Preparation for employment and skill development in basic concrete work, electricity, forge work and soldering.  3. Preparation for employment in greenhouse care, gardening and floriculture.
<b><u>BUSINESS AND OFFICE OPERATIONS</u></b> 1. Business Services  2. Office Services	1. Exploration of terms, tools and techniques related to jobs in sales, service and courier work.  2. Exploration of terms, tools and techniques related to office work and consumer awareness	1. Orientation to retailing cashier duties, keyboarding and telephone techniques.  2. Orientation to common office operations including keyboarding, filing, duplicating, mail handling and telephone techniques	1. Preparation for employment, development of entry-level job skills in business services and sales.  2. Preparation for entry-level employment and further development of consumer awareness.
<b><u>CONSTRUCTION AND FABRICATION</u></b> 1. Building Services  2. Construction Services	1. Exploration of terms, tools and techniques related to sub-trade work including tool use and care, woodwork and fasteners.  2. Exploration of terms, tools and techniques related to general piping, blueprint reading and tool use and care	1. Orientation to framing, roofing, scaffold use and flooring.  2. Orientation to option areas including heating, gas fitting, electrical, welding and insulation services.	1. Preparation for helper roles or apprenticeship articulation. Additional skill options include painting, concrete work, brick laying and glasswork.  2. Preparation for helper roles or apprenticeship articulation in one of the trade areas.

\*The percentage figures given for the community partnership component are recommended minimal guidelines. Schools that do not have extensive on-site facilities will undoubtedly use community work sites to a much higher degree.

	16-Level	26-Level	36-Level
Developmental Concept	Exploration	Orientation	Preparation
<u>CREATIVE ARTS</u> 1. Crafts and Arts  2. Technical Arts	1. Exploration of terms, tools, materials and techniques of craft and art work  2. Exploration of terms, tools, materials and techniques of graphic arts, media arts, photography and related arts	1. Orientation to skill development in specific crafts and arts.  2. Orientation to skill development in one or more technical or related arts areas	1. Preparation for entry-level employment and/or entrepreneurial activity in creative arts/cottage crafts industry.  2. Preparation for entry-level employment and/or entrepreneurial activity in one of the technical or related arts.
<u>NATURAL RESOURCES</u> 1. Natural Resource Services	1. Exploration of terms, tools and techniques used by workers in three natural resource industries. (a) Oil and Gas (b) Forestry (c) Mining	1. Orientation to specific knowledge and skills related to one or more of three natural resource industries. (a) Oil and Gas (b) Forestry (c) Mining	1. Preparation for employment in one or more of the natural resource industries: (a) Oil and Gas (b) Forestry (c) Mining
<u>PERSONAL AND PUBLIC SERVICES</u> 1. Hair Care  2. Esthetology  3. Child and Health Care Services  4. Fashion and Fabric Services	1. Exploration of terms, tools and treatments related to natural hair and wig care  2. Exploration of terms, tools and grooming services used on face, feet and head.  3. Exploration of services provided to children, the aged and the infirm.  4. Exploration of garment care and cleaning, and the fashion merchandising fields.	1. Orientation to basic setting and styling, cutting, hair analyses and hair goods  2. Orientation to facial shapes and care, eyebrow arching, false lash application, manicure and pedicure  3. Orientation to principle of child care, baby-sitting, child safety, care of adults, home duties and basic nutrition  4. Orientation to fashion and fabrics. Basic skill development in repair and cleaning of clothes.	1. Preparation for entry-level employment as beautician's assistant, wig dresser, or articulation with Alberta apprenticeship.  2. Preparation for employment. Increased skill development and sales training.  3. Preparation for employment in day-care, residential aide or nursing assistant.  4. Preparation for employment in fashion sales or laundry/cleaning operations
<u>TOURISM AND HOSPITALITY</u> 1. Food Services  2. Commercial Food Preparation  3. Maintenance and Hospitality Services	1. Exploration of terms, tools and techniques of serving food and beverages.  2. Exploration of terms, tools and techniques of commercial food production.  3. Exploration of terms, tools and techniques of building maintenance and hotel/motel support services	1. Orientation to skill development, inside work, guest relations, sales and service.  2. Orientation to basic methods of food preparation, breakfast cookery and correct operations behaviour.  3. Orientation to carpet and upholstery care and floor care and special area maintenance.	1. Preparation for entry-level employment as waiter-waitress, bus person, in food service establishments.  2. Preparation for entry-level employment. Prepares meats, vegetables, desserts and garnishes.  3. Preparation for entry level employment as maintenance worker, security guard, houseman/chambermaid, bell-hop or desk clerk.
<u>TRANSPORTATION</u> 1. Automotive Services  2. Service Station Services  3. Warehouse Services	1. Exploration of terms, tools and techniques of automotive care and maintenance.  2. Exploration of terms, tools and techniques used in service station operations.  3. Exploration of terms, tools and techniques of warehousing, stock-keeping and inventory management.	1. Orientation to engines and engine systems, tool and equipment care, replacement and mechanical services.  2. Orientation to sales and service hoisting, lifting, wheels and tires, basic safety inspection.  3. Orientation to lifting, carrying, packing, boxing, wrapping, record keeping and receiving.	1. Preparation for entry-level employment as automotive helper, or articulation with Alberta apprenticeship.  2. Preparation for entry-level employment as service station attendant and/or automotive helper  3. Preparation for entry-level employment as warehouse worker, stock-keeper, assistant shipper or receiver.



The IOP occupational courses place a heavy emphasis on generic skills in addition to work skills.

**Generic Skills** are those behaviours that are actively used in work performance, are transferable from one job or occupation to another, and which are needed for promotion, continuing education or lifelong learning. (Employment and Immigration Canada, 1979.) Examples include:

- Interpersonal and Job Search Skills
- Organizational and Reasoning Skills
- Communication and Literacy Skills

**Work Skills** are those components of each course that enable students to develop psychomotor skills related to two or more occupational clusters. Acquisition of the work skills specific to an occupation provide a meaningful context through which students begin to recognize the need for and the value of possessing the generic skills.

By emphasizing generic rather than job specific skills, students will be prepared for a variety of potential entry level jobs within the occupational clusters listed on the following page. In addition to these job opportunities, some students may consider such entrepreneurial endeavors as lawn and garden maintenance, cleaning service, babysitting, housesitting, etc., or may decide to pursue an apprenticeship at a later date.

## POTENTIAL JOB OPPORTUNITIES<sup>1</sup> (ENTRY LEVEL)

**Agribusiness** – beekeeper, dairy plant employees, farm equipment repair/sales representative, feed mill employee, forage producer, fruit/vegetable processing, fur farmer, grain elevator operator, grain farmer, hog producer, livestock producer, market gardener, meat cutter, poultry/meat packing, poultry producer, rabbit breeder, sheep farmer

**Business and Office Operations** – employees in local utilities, banks or insurance companies, filing, library assistant, messengers/courier, placements in marketing, receptionist, secretarial, switchboard operator, telephone operator, typist, wholesale/retail sales

**Construction/Fabrication** – bricklayer, cabinetmaker, carpenter, concrete worker, factory worker, floor coverings salesperson, iron worker, plant employee, roofer

**Creative Arts** – arts and crafts, art shops, clothing sales, culinary arts, florist, glassworker, house and interior decorator, model, printer, seamstress/tailor, sign writer, woodworker

**Natural Resources** – forestry worker, gas pipeline operator, oil sands and coal mining occupations, pulpwood worker

**Personal and Public Services** – appliance serviceman, auctioneer, barber, building superintendent, child care worker (elementary schools, nursery schools, development centres for the handicapped, day care, after school child care), clothing salesperson, domestic service personnel, dry cleaner, esthetician/cosmetologist, firefighter, funeral attendant, grocery store worker, groundskeeper, hardware salesperson, health care assistant, home health aid, homemaker, janitor and cleaner, landscape gardener, letter carrier, meter reader, museum aide, oil/gas services, postal clerk, railway police, sales representative, security guard, waiter/waitress

**Tourism and Hospitality** – baker, bellhop, building maintenance worker, campground attendant, chambermaid/houseman, cook, executive housekeeper, guide, travel business employee, waiter/waitress

**Transportation** – instrument mechanic, parts salesperson, recreational vehicle mechanic, service station attendant, taxi driver, transit operator, truck driver.

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1. *Job Futures: An Occupational Outlook to 1995*. Minister of Supply and Services Canada, 1988.

## ACHIEVEMENT

Completion of the Integrated Occupational Program culminates in a Certificate of Achievement.

The Certificate of Achievement will be awarded to students who complete a minimum of 80 credits in the specified core and complementary courses of the IOP:

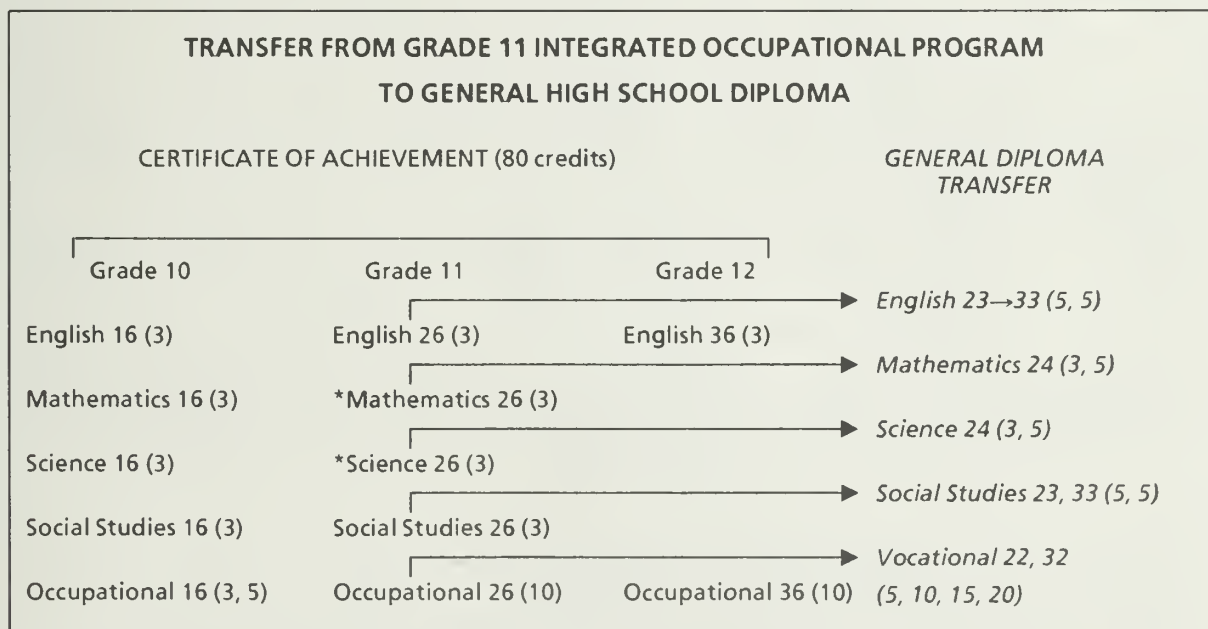
Core Courses	27 credits (minimum)
Occupational Courses	40 credits (minimum)
Unspecified Courses	<u>13</u> credits
	80 credits

## ACHIEVEMENT PROFILE

Students who attain the Certificate of Achievement may also receive an achievement profile from the school. This document will reflect the occupation-related abilities developed by the student through the completion of one series of 16, 26 and 36 occupational courses.

## TRANSFER BETWEEN THE CERTIFICATE OF ACHIEVEMENT AND THE GENERAL HIGH SCHOOL DIPLOMA

Some IOP students may be able to complete the requirements for a General High School Diploma. Although it is possible for individual course transfer to occur at various stages, an appropriate point for total program transfer is after completion of the Grade 11 IOP courses, as depicted by the following chart (refer to "Timetabling Alternative No. 3" in this section).

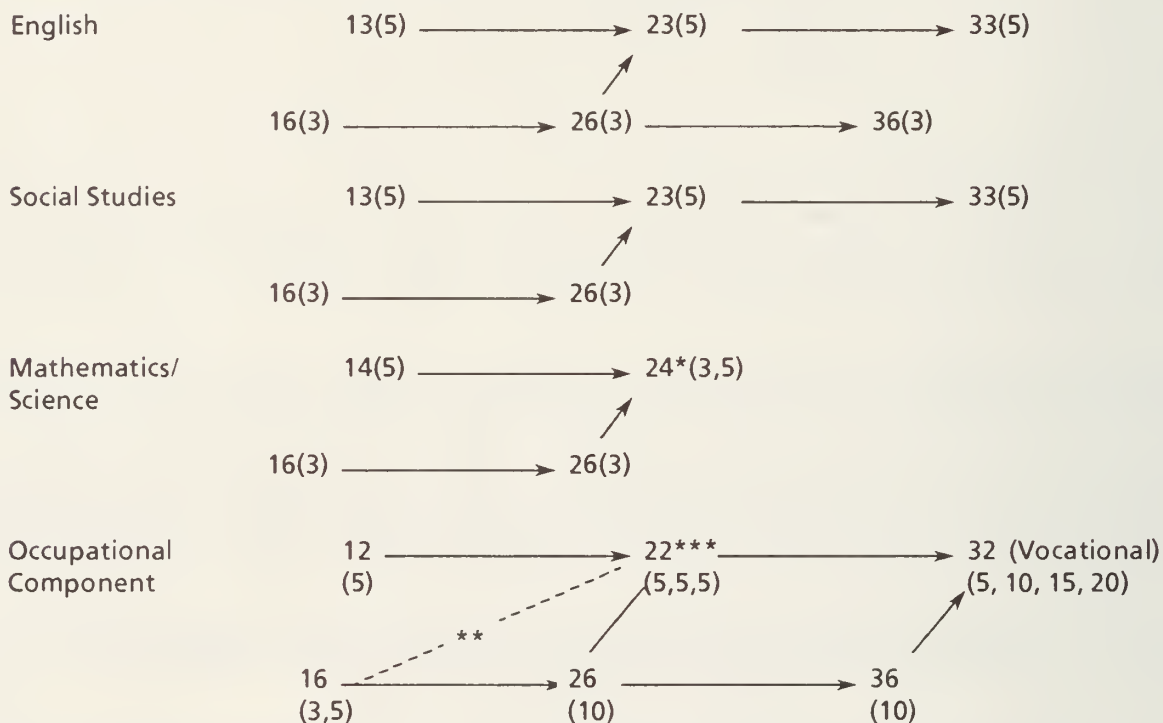


\* Mathematics 26 and Science 26 – These courses are designed to prepare students for possible transfer to the General High School Diploma route. While not required as part of the Certificate of Achievement, IOP students may choose to enrol in these courses and may apply the credits as part of their unspecified course requirements (13 credits).

## COURSE TRANSFER

Each student's progress should be assessed on an ongoing basis to determine if it is in their best interest to transfer to one or more General High School Diploma courses or to remain in IOP courses at the senior high level.

1. Recommended transfer routes from the Integrated Occupational Program to the High School Diploma Program as shown in the current issue of the *Guide to Education Senior High School Handbook*. Alternate transfer routes from the Integrated Occupational Program to the General High School Diploma Program are shown below.



2. Recommended transfer Routes from a General High School Diploma Program to the Integrated Occupational Program\*\*\*\*



\* Students must successfully complete Mathematics 24 and Science 24 in order to meet the requirements of the General High School Diploma.

\*\* Where there is course equivalency and according to principal's discretion, a transfer route from a 16-level occupational course directly to a 22-level vocational course may be possible.

\*\*\* Refer to *Guide to Education: Senior High School Handbook* (latest edition) for specific courses.

\*\*\*\* In the situation of a transfer from the General Diploma Program to the IOP, in order to be eligible for a Certificate of Achievement, students must have completed a minimum of 40 credits in occupational courses, including at least one sequence of occupational courses at the 16, 26 and 36 levels.

## COURSE CODES FOR SENIOR HIGH IOP COURSES

<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
Core Component:		
1119 English 16	2119 English 26	3119 English 36
1159 Social Studies 16	2159 Social Studies 26	
1226 Math 16	2226 Math 26	
1291 Science 16	2291 Science 26	
Occupational Component*:		
1801 Agricultural Production 16	2801 Agricultural Production 26	3801 Agricultural Production 36
1802 Agricultural Mechanics 16	2802 Agricultural Mechanics 26	3802 Agricultural Mechanics 36
1915 Horticultural Services 16	2915 Horticultural Services 26	3915 Horticultural Services 36
1546 Business Services 16	2546 Business Services 26	3546 Business Services 36
1547 Office Services 16	2547 Office Services 26	3547 Office Services 36
1847 Building Services 16	2847 Building Services 26	3847 Building Services 36
1851 Construction Services 16	2851 Construction Services 26	3851 Construction Services 36
1407 Crafts and Arts 16	2407 Crafts and Arts 26	3407 Crafts and Arts 36
1408 Technical Arts 16	2408 Technical Arts 26	3408 Technical Arts 36
1941 Natural Resource Services 16	2941 Natural Resource Services 26	3941 Natural Resource Services 36
1602 Child and Health Care 16	2602 Child and Health Care 26	3602 Child and Health Care 36
1603 Esthetology 16	2603 Esthetology 26	3603 Esthetology 36
1877 Fashion and Fabric Care 16	2877 Fashion and Fabric Care 26	3877 Fashion and Fabric Care 36
1831 Hair Care 16	2831 Hair Care 26	3831 Hair Care 36
1632 Commercial Food Preparation 16	2632 Commercial Food Preparation 26	3632 Commercial Food Preparation 36
1633 Food Services 16	2633 Food Services 26	3633 Food Services 36
1634 Maintenance and Hospitality Services 16	2634 Maintenance and Hospitality Services 26	3634 Maintenance and Hospitality Services 36
1747 Automotive Services 16	2747 Automotive Services 26	3747 Automotive Services 36
1748 Service Station Services 16	2748 Service Station Services 26	3748 Service Station Services 36
1749 Warehouse Services 16	2749 Warehouse Services 26	3749 Warehouse Services 36

\* Credit values of occupational component:  
 Grade 10 (16-level) 3 or 5 credits each course  
 Grade 11 (26-level) 10 credits each course  
 Grade 12 (36-level) 10 credits each course

## SENIOR HIGH INTERIM RESOURCES

Course	Program of Studies	Program of Studies/ Curriculum Guide	Teacher Resource Manual	Student Workbook
English	X	X	X	
Social Studies*	X	X	X	
Math *	X	X	X	
Science *	X	X	X	
Occupational Component:	X	X**	X**	
Agricultural Production				X
Agricultural Mechanics				X
Horticultural Services				X
Business Services				X
Office Services				X
Building Services				X
Construction Services				X
Crafts and Arts				X
Technical Arts				X
Natural Resource Services				X
Child and Health Care				X
Esthetology				X
Fashion and Fabric Services				X
Hair Care				X
Commercial Food Preparation				X
Food Services				X
Maintenance and Hospitality Services				X
Automotive Services				X
Service Station Services				X
Warehouse Services				X

The above interim resources are available as follows:

- Grade 10 (16 level courses) – June 1990
- Grade 11 (26 level courses) – June 1991
- Grade 12 (36 level courses) – June 1992.

All IOP resources (Grades 8–12) will be available as final documents by June, 1993.

\* These courses are NOT offered at the Grade 12 36-level.

\*\* Generic to all occupational courses.



## TIMETABLING ALTERNATIVES

The following sample timetables are provided to assist high schools in their planning:

**Alternative 1.** Core IOP courses are designed for three credits. These may represent 62.5 hours to 75 hours of instruction. Since IOP students often benefit from additional time on task, at the local level schools may decide to offer 3-credit courses within a time structure in excess of 75 hours (e.g., 125 hours).

	GRADE 10		GRADE 11		GRADE 12	
1	English 16 (3)	————→	English 26 (3)	————→	English 36 (3)	————→
2	Social Studies 16 (3)	————→	Social Studies 26 (3)	————→	CALM** (3, 5)	————→
3	Math 16 (3)	————→	Unspec. (5)***	————→	Unspec. (5)***	————→
4	Science 16 (3)	————→				
5	Phys. Ed. (3, 5)	————→	26 Level Occ. Course* (10) <sup>+</sup>		36 Level Occ. Course* <sup>+</sup> (10)	
6	Unspec. (3)	————→				
7	16 Level Occ. Courses* (3, 5) (min. 10 credits)		26 Level Occ. Courses* (10)			
8						
Total credits	30 (34)		31 (32)		21 (23) 3 Year Total 82 (89)	

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- \* 16-, 26-, 36-level occupational courses are listed in the senior high section of this manual. The 16-level occupational courses may be offered for three or five credits.
  - \*\* CALM has been placed at the Grade 12 level in all sample timetables as the themes in CALM reinforce many topics addressed in Social Studies 16 and 26.
  - \*\*\* Unspecified credits may be applied to any regular course (according to interest, ability) including work experience.
  - + To attain the Certificate of Achievement and a Graduate Achievement Profile, students must complete a minimum of one series of occupational courses at the 16, 26 and 36 levels.

**Alternative 2.** The following timetable is based on programming instructional time of 25 hours per credit. This timetable allows free time for students to take additional core or complementary courses to prepare them for the world of work or leisure activities.

	GRADE 10		GRADE 11		GRADE 12	
1	English 16 (3)	Social Studies 16 (3)	English 26 (3)		English 36 (3)	
2	Math 16 (3)	Science 16 (3)	Social Studies 26 (3)		CALM** (3, 5)	
3	← Phys.	Ed. (3, 5) →	← Unspec.	(3, 5) →	← Unspec.	(3, 5) →
4						
5	16 Level Occ. Course* (3, 5)		26 Level Occ. Course*+ (10)		36 Level Occ. Course*+ (10)	
6						
7	16 Level Occ. Course* (3, 5)		26 Level Occ. Course* (10)			
8						
Total credits	28 (32)		31 (32)		21 (24) 3 Year Total 80 (88)	

\* 16-, 26-, 36-level occupational courses are listed in the senior high section of this manual. The 16-level occupational courses may be offered for three or five credits.

+ To attain the Certificate of Achievement and a Graduate Achievement Profile, students must complete a minimum of one series of occupational courses at the 16, 26 and 36 levels.



**Alternative 3.** The following timetable shows how a student may transfer from IOP to the General Diploma Program after Grade 11.

	GRADE 10		GRADE 11		GRADE 12		1 Extra Year
1	English 16 (3)	Social Studies 16 (3)	English 26 (3)	Social Studies 26 (3)	English	23 (5)	English 33 (5)
2	Math 16 (3)	Science 16 (3)	Math 26 (3)	Science 26 (3)	Math 24* (3, 5)	Science 24* (3, 5)	(3, 5)
3	Phys.	Ed. (3, 5)			Social Studies	23 (5)	Social Studies 33 (5)
4	Unspec. (3) Comp. Lit 10				CALM		
5	16 Level Occ. Course** (5) Const Serv 16		26 Level Occ. Course* (10) Const. Serv 26		Bldg. Const. 22B (5) Bldg. Const. 22A (5)		Bldg. Const. 32B (5) Bldg. Const. 32A (5)
6							
7	16 Level Occ. Course** (5) Auto Serv 16		26 Level Occ. Course* (10) Auto Serv 26		36 Level Occ. Course** (10) *** Auto Serv 36		
8							
Total credits	30		32		36		23 4 Year Total 121

\* To qualify for a General High School Diploma, students must successfully complete Mathematics 24 and Science 24.

\*\* To qualify for a General High School Diploma, students must meet the minimum high school graduation requirements as specified in the *Guide to Education: Senior High School Handbook* (latest edition).

\*\* One 36-level occupational course (ten credits) will be accepted as equivalent to two Grade 12 courses for the General High School Diploma for students transferring from the Integrated Occupational Program.

# SUGGESTIONS FOR SUCCESSFUL IMPLEMENTATION OF THE INTEGRATED OCCUPATIONAL PROGRAM

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## INFORMATION FOR ADMINISTRATORS AND IOP COORDINATORS

The following information and suggestions are provided to assist administrators/coordinators with the implementation of the Integrated Occupational Program.

### STUDENT SELF-ESTEEM

Self-esteem affects everything we try (or choose not to try), every relationship we have, and all of our expectations for success and happiness. Some ideas that have been used to increase student self-esteem include:

- **DIAL-A-PRAISE** – The principal asks teachers to inform him/her when students do something special. Their parents are phoned with a message of praise.
- **BIRTHDAY CALENDAR** – display a birthday calendar (updated monthly) on the wall of the cafeteria.
- "Hi, how are you doing?" – a classroom visit on a regular basis to say a simple "Hi . . ." would be a positive approach.
- **STUDENT OF THE WEEK** – designate a special student each week, identified for such things as considerate deeds, kindness, etc.
- Know every student by name (if at all possible) and use it.

Most of these ideas to build student self-esteem provide recognition that mean something special because it comes from the principal.

### SELECTING THE IOP TEACHER\*

Selection of the IOP teacher is one of the most crucial elements in the successful implementation of the IOP curriculum.

The teacher of the Integrated Occupational Program student must be sensitive to the needs and varying abilities of students as well as responsive to the fact that, by the time they reach adolescence, many of them have grown accustomed to failure. The educational cliché, "teaching students, not curriculum", is particularly relevant to this teacher. The intent is not to downplay curriculum but to meet the individual needs of the student.

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\* Those schools choosing to hire an IOP teacher aide should look for a person with similar qualities.

## CHARACTERISTICS OF THE SUCCESSFUL BASIC CORE TEACHER<sup>1</sup>

- The teacher sets reasonable, challenging, and purposeful goals for the students. These goals must be flexible enough to accommodate the unique needs of each student.
- The teacher sets classroom rules that are firm, fair and consistent. This structure is made clear to the student at the beginning of the year and is strictly followed.
- The teacher is flexible and innovative in the design and use of curriculum.
- The teacher initiates and encourages mutual respect and trust. If the students perceive they are respected and trusted, then they will respond favourably.
- The teacher sets an example of those behaviors he/she is attempting to foster in students. "They practise what they preach."
- Teachers who can appreciate humour and can laugh at themselves are appreciated. A sense of humour, as long as it is not sarcastic, is very important. It helps the teacher to maintain perspective and may prevent over-reaction to minor incidents.
- The teacher takes an encouraging, supportive interest in the affairs of each student. It is important to let the student know that the teacher sincerely cares about his or her outside interests.
- The teacher becomes familiar with student records and background.
- The teacher recognizes that repetition may be a part of the instructional process.
- The teacher is organized and well prepared.
- The teacher is comfortable with the integrated approach. A generalist will be more likely to understand other courses to facilitate integration.
- The teacher has a high level of commitment and energy as well as a "work ethic".
- Occupational teachers should have knowledge and/or experience in the occupational area, especially at the 26/36 level. Past experience in the work force as a supervisor would be very helpful when monitoring workplace policies, behaviors and expectations.

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1. Adapted from County of Strathcona #20, Basic Core Program and suggestions from Principals who were involved in the IOP Field Validation.

The following points may be helpful in identifying such a teacher.

- **Select a team** – if the size of the school warrants more than one teacher, try to put together a group of teachers who would work well together. This team approach will encourage sharing of ideas and work, and may result in effective team teaching.
- **Request volunteers** – wherever possible, ask teachers to volunteer or post the position in the district. A new course such as this requires enthusiasm, commitment, and extra work. Those who feel comfortable with the approach and content will be more willing and able to present an effective program to students.

## PREPARING THE IOP TEACHER

The challenge in teacher preparation for IOP is not so much helping teachers understand **WHAT** needs to be taught, although this aspect is very important, but in helping teachers to feel confident and comfortable with **HOW** the material should be presented.

To assist in this, teachers will benefit from:

- reading thoroughly the *Program of Studies/Curriculum Guide* and the *Teacher Resource Manual*, especially the preamble that details the unique IOP philosophy
- interacting with others who are also teaching IOP courses
- learning about the program and instructional strategies through well-planned inservice activities that are appropriately scheduled over time
- identifying sources of support (IOP teachers in neighboring jurisdictions, Alberta Education Regional Office support, professional reading).

## ROLE OF THE IOP COORDINATOR

Effective implementation involves coordinating the many resources and sources of support that are available within the school system and the community with the needs of the teachers and students. Within each jurisdiction, it may be wise to identify and train "model" teachers who can then explain the program, and assist new IOP teachers.

An important first step in the implementation of IOP is to assign this responsibility to an individual or team at an early stage.

Responsibilities of the IOP coordinator may include:

- identifying and dealing with teacher and administrator concerns
- identifying sources of support within the community, including regional offices of the various government departments that have related responsibilities (e.g., Apprenticeship and Trade Certification, Career Development and Employment, Community and Occupational Health, Labour)

- co-ordinating local teacher training workshops
- encouraging in-school support networks involving IOP teachers, librarians, and school counsellors
- co-ordinating workshops, seminars, and information dissemination to parents, other staff members and community partners
- facilitating the purchase and sharing of resources
- acting as liaison with Alberta Education.

## **PLANNING TIME FOR INTEGRATION**

Good teaching always integrates skills and concepts within and between subjects. However, integrated teaching in secondary school has generally been **INCIDENTAL** rather than **STRUCTURED**. The Integrated Occupational Program teacher, on the other hand, teaches a curriculum that deliberately incorporates and mandates such an integrated approach. Suggestions for such integration are provided in column three "Related Applications Across the Curriculum" in each of the IOP course curriculum guides. In order to facilitate improved student learning of related concepts, skills and attitudes, cooperative lesson planning between teachers is imperative. By structuring time for such planning, integration is much more likely to occur.

## **COMMUNITY PARTNERSHIPS**

Community partnerships are central to the success of the Integrated Occupational Program and a required component of each practical arts/occupational course. While the initial process of establishing community partnership sites is time-consuming, it pays rich learning dividends. Many jurisdictions engage a full-time coordinator to enlist and monitor community partnership sites. While a full-time position has obvious advantages, it is often not economically feasible for smaller jurisdictions.

There are many advantages to having the IOP teacher(s) directly initiate contact with and monitor community partnership sites:

- The teacher will become familiar with the employer and the business and, so, will be able to provide the best possible student-employer match.
- The teacher is intimately familiar with the curriculum objectives and so is in the best position to explain the purpose and goals of the community partnership placement.
- Through monitoring, the teacher is able to see the "whole" person – a vision much broader than the "in school" component. This enables the teacher to build on the evident strengths the student displays and work conjunctively with the employer to improve deficiencies.
- The teacher and employer co-operatively can assess the learning progress of the student.

Some schools schedule substitute teachers to provide occasional relief to allow IOP teachers time to establish and monitor community partnership sites.



## INDICATORS OF AN EFFECTIVE INTEGRATED OCCUPATIONAL PROGRAM

An effective Integrated Occupational Program will be defined by the following indicators:

### Students are:

- provided with instruction at an appropriate level and in appropriate amounts to maximize their opportunities to experience success in each course
- encouraged to participate in small and large groups in order to increase their ability to communicate with others and to build skills in interrelationships
- ensured the right to express their opinions
- encouraged to participate in classes by either expressing ideas or actively listening
- encouraged to apply their learnings through involvement in community partnerships.

### Teachers:

- have a good rapport with students
- attempt to interact with each student during each class period
- have clearly defined short- and long-term plans that reflect the integration of the themes both within a given subject area and across subject areas
- encourage student input into course delivery, content and evaluation
- promote projects in which students experience success
- promote positive liaison with parents, the community and other colleagues
- plan activities suited to the needs, interests and capabilities of students
- provide opportunities for independent study and the sharing of findings
- assist students in developing sound problem-solving strategies
- use questioning techniques that encourage critical thinking
- provide material requiring "recall" as well as case studies, simulations and discussions requiring "understanding" or "synthesis"
- provide support and opportunity for appropriate risk taking



- use the following methods of instruction when appropriate
  - brainstorming
  - case studies/stories
  - collages, scrapbooks
  - debates
  - discussions (small/large groups/dyads/tryads)
  - field trips, tours
  - guest speakers/workshop presenters/resource people
  - incomplete sentences/stories
  - interviews (students, community members, adults, etc.)
  - opinion/value voting-continuum
  - peer teaching/peer assistance
  - question/answer (student/teacher)
  - role playing/dramatizations/role reversals
  - simulations
  - student planning and organizing of events
- apply fair and appropriate strategies to evaluate student learning with an emphasis on quality of performance rather than quantity (refer to *Teacher Resource Manual* for each subject area)
- encourage team teaching and cooperative lesson planning
- promote a supportive, open classroom climate
- organize the lessons for effective learning
  - define lesson objectives
  - include warm-up activity or introduction
  - set the scene (outline what is expected of students) for each activity
  - help students identify what they learned from the activity and to relate the activity/lesson to their own lives
  - debrief students to ensure that they have concluded their activity and understand the positive aspects and applications of the experience
- determine when it is appropriate to involve supportive personnel if students are having difficulty
- continue with professional development.

#### Schools:

- believe in their students
- set high standards with firm and fair expectations
- have a pleasant and comfortable environment; e.g., students are free to use building during breaks and lunches, can use a telephone and have available to them hot or cold drinks
- create an atmosphere of support and caring.

**Parents are:**

- informed of the content of IOP curriculum through parent information meetings, newsletters, videos, etc.
- involved in IOP placement decisions
- confident their values and decisions are respected
- encouraged to be involved in the IOP curriculum (as guest speakers or resource people, to participate in discussions and homework assignments).

**Communities are:**

- accessed where feasible (see suggestions re community partnership in each subject area curriculum guide)
- informed about the IOP course (through newsletters, community newspapers, radio, TV stations)
- involved in open house activities (i.e., Career Days, fund raising, activities, debates, demonstrations, presentations, tours)
- recognized for participation in the IOP (school brunches, newsletters, certificates, media).

## INFORMATION FOR IOP TEACHERS

### USE OF THE PROGRAM OF STUDIES

The Program of Studies for each Integrated Occupational Program subject outlines the philosophy, rationale and general and specific learner expectations for each course. An interim Program of Studies is available for each course as a combined Grades 8 and 9 document and as a combined Grades 10, 11 and 12 document.

### USE OF THE PROGRAM OF STUDIES/CURRICULUM GUIDE

Each Integrated Occupational Program subject has a corresponding program of studies/curriculum guide combined in one document. All guides are arranged in a four column format:

- Column one, **Learning Objectives**, outlines the prescribed student outcomes of the course.
- Column two, **Related Life Skills**, provides concrete examples which teachers can use as an introduction to an objective to show students why the learning objective is necessary in real life. Related Life Skills give relevancy by answering the student's concern "Why do I need to know this?"

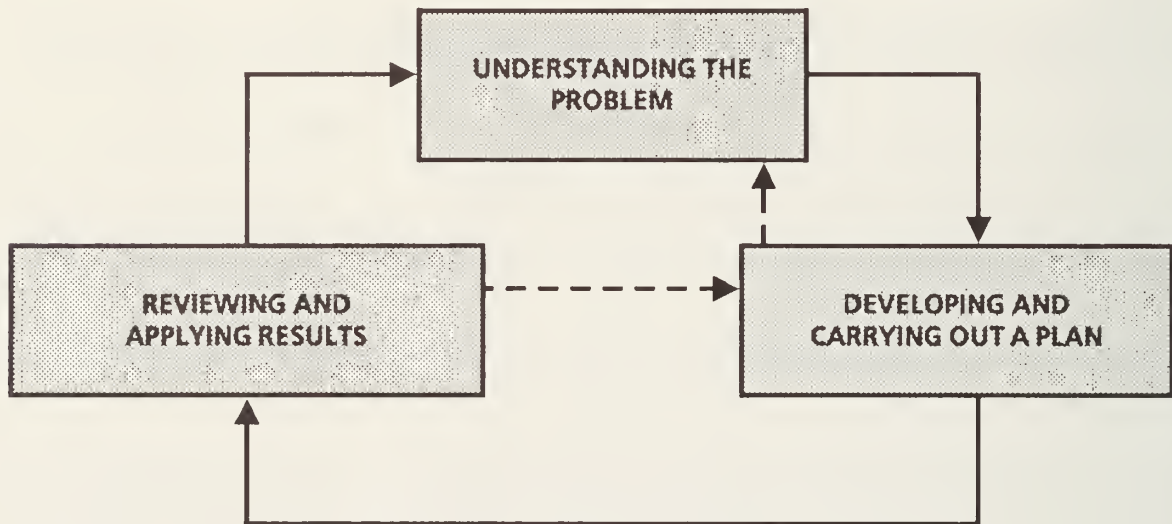
The Related Life Skills are specific examples that are appropriate to the developmental level of the students, thus enabling them to readily identify with the example cited.

- Column three, **Related Applications Across the Curriculum**, indicates where co-operative units and lesson planning may facilitate improved student learning of related concepts, skills and attitudes in other courses: e.g., concepts introduced in core courses may have direct application in occupational courses. Suggestions for such integration are provided under subject headings.
- Column four, **Suggested Strategies/Activities**, identifies a number of teaching strategies and activities that may be used to enhance the teaching-learning process. To emphasize the importance of hands-on experience, community partnership ideas are provided. Community partnerships include in-school visits, demonstrations, talks, etc., given by community members, and teacher/student observations, job-shadowing, work study and work experience activities within the community. Teachers are encouraged to assess the needs of their students and community resources and to use, adapt, complement and supplement the strategies and activities suggested to meet the needs of their students.

## PROBLEM-SOLVING MODEL

IOP students often have difficulty in coping with problems. To assist them in developing sound problem-solving strategies, a common model of the problem-solving process is used in each subject area to encourage a transference of concepts, skills and attitudes across the curriculum as well as to the outside world of daily life at home, at work and at play.

Teachers should post a copy of the problem-solving model in the classroom and refer to it frequently as problems requiring a solution arise. As students are made aware of the model being used, it enables them to relate specific skills to an overall strategy to monitor and evaluate their own progress.



## UNDERSTANDING THE IOP STUDENT'S LEVEL OF COGNITIVE DEVELOPMENT

How students think, feel and grow affects how they learn best. When teachers have a clear understanding of a student's cognitive, social and physical development, they are able to use these insights to choose activities and teaching methods. Informed choices can then be aimed at meeting, and indeed, extending student development through the appropriate stages. The information given below is not designed to be used to label students negatively or to lower expectations of pupils. It is reviewed for the purpose of further enabling teachers to facilitate and encourage higher levels of cognitive, social and physical functioning in pupils.

Research tells us that the vast majority of IOP students will be operating, according to a Piagetian framework, at the **Concrete Operational** level. A small percentage will be exhibiting **Formal Operational** thinking, particularly in subject areas where they are shown to be competent. Concrete operational thinking is characterized by its concreteness. At this level, students think logically about things and events, but usually in the context of their immediate experience, therefore having little access to abstracting principles from the past or future. They are able to co-ordinate two aspects of a problem at the same time, and can mentally reverse actions or operations as, for example, when they build classification systems and then break them down into subgroups. However, they may have difficulty in projecting a trend or hypothesizing; abilities which develop with formal operational reasoning.

Formal operational thinking, then, can be characterized as the development of hypothetical (i.e., if-then) thinking. Students are able to handle multiple sources of information, and, unlike concrete operational thinkers, have their underlying abilities rooted more in formal logic than in spatial perceptions.

Classroom application of the above means that IOP students respond well to concrete, physical objects or experiences that show what the concept "looks like". Questioning techniques that are sensitive to their cognitive level, yet challenge them to extend their thinking to the formal operational level, are encouraged. Introducing subjects by first finding out what the students already know is developmentally appropriate.

In the interests of brevity, the cognitive domain has been highlighted due to its importance when choosing academic tasks for your pupils. A more complete statement is available in the Alberta Education documents, *Students' Thinking, Developmental Framework, Cognitive Domain* (1987); *Students' Interactions, Developmental Framework: The Social Sphere* (1988); *Students' Physical Growth, Developmental Framework: Physical Dimension* (1988); and *Teaching Thinking: Enhancing Learning* (1990).

All IOP program of studies/curriculum guides have been screened according to these developmental frameworks in order to ensure that the curricula was developed to meet and extend student development through the various stages. Teachers are, however, encouraged to generate other developmentally appropriate activities and teaching methodologies.

The following guiding principles are a starting point from which educators might explore ways to enhance their teaching of thinking. These principles are further discussed in *Teaching Thinking: Enhancing Learning*, Alberta Education (1990, page 2).

1. Students can improve their thinking skills.
2. Students should have opportunities to improve their thinking skills.
3. Educators should instruct students in thinking skills.
4. Educators should use a range of strategies in teaching thinking skills.
5. Educators should make use of life experiences and school subjects in teaching thinking skills.
6. Educators should have opportunities to learn about thinking as well as how to teaching thinking.
7. Educators should use appropriate evaluation techniques to assess thinking skills.
8. Administrators can and should ensure positive attitudes toward thinking in schools.
9. Alberta Education should make explicit the teaching of thinking in curricular documents.



## THINKING-RELATED BEHAVIOURS<sup>1</sup>

In order to encourage higher level cognitive functioning of students, a teacher should be alert to behaviours that indicate weakness in thinking skills:

1. Very impulsive pupils:
  - a) make decisions quickly, without pausing to reflect
  - b) do not think in advance
  - c) do not plan
  - d) do not consider alternatives
  - e) say or do the "first thing that comes into their heads"
2. Overdependent pupils:
  - a) cannot complete a task without help; sometimes virtually at every step
  - b) continually get "stuck" and rely on the teacher for help before proceeding
3. Pupils who cannot connect means with ends:
  - a) students' strategies are incompatible with their goals
  - b) may have clear goals, but cannot formulate plans or carry out procedures that enable them to realize their goals
4. Pupils who miss the meaning:
  - a) have difficulty comprehending
  - b) have difficulty in following directions
  - c) are unable to conceptualize big ideas or large issues
5. Pupils who are dogmatic and have closed minds:
  - a) are certain in situations about which thoughtful people entertain doubts
  - b) are unable to see alternatives
6. Pupils who are rigid and inflexible:
  - a) operate within a narrow set of rules
  - b) prefer to behave in terms of clearly defined formulas
  - c) are frightened by change and innovation
7. Pupils who lack confidence about their ideas:
  - a) are afraid of expressing their ideas for fear of being wrong
  - b) almost never answer questions that involve thought (i.e., "What do you think?")
8. Pupils who are anti-intellectual:
  - a) condemn the process of thinking as a waste of time and effort
  - b) detest independent work, projects, discussion and research
  - c) see themselves as "lesson-learners"; believe the teachers should do the thinking and pupils give the right answers, which are found in texts
  - d) require well defined standards of accomplishment.

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© 1987, Phi Delta Kappan, Inc., "Teaching for Thinking: Louis E. Rath Revisited", by Selma Wasserman.



# STRATEGIES FOR TEACHING: "GETTING THE MOST" FROM IOP STUDENTS

## ENCOURAGEMENT vs PRAISE

Encouragement from the teacher can be very effective in that it can offer the possibility of success through effort, make the student feel appreciated and "in charge", and do much for the student's self-image.

When properly used, praise can also be an appropriate strategy for teaching. On the other hand, praise, especially when not earned, is sometimes used as a manipulative device to promote greater effort. Undeserved praise can have a negative effect, because it signals to the student that since praise is so easily earned, one doesn't really have to work very hard to get it. The ineffective use of praise is particularly evident in the case of the student who becomes "praise dependent" and looks to the teacher to mete out rewards, even for indifferent efforts.

The differences between praise and encouragement may be summarized as follows:

<u>Praise</u>	<u>Encouragement</u>
<ul style="list-style-type: none"><li>● focuses attention on the student</li><li>● puts teacher "in control" of assessing and rewarding the student: promotes student dependency on extrinsic feedback</li><li>● manipulates</li><li>● does not correlate with student outcome</li><li>● may promote comparisons and competition among students</li><li>● may inadvertently instill fear of failure and rejection by the teacher</li><li>● may be contrived to make the slower learner feel better</li></ul>	<ul style="list-style-type: none"><li>● focuses attention on the effort and the task</li><li>● shifts control to the student to learn to monitor/appreciate own efforts: student learns to appreciate intrinsic worth of effort</li><li>● accepts student as he/she is</li><li>● promotes continued effort</li><li>● focuses on individual effort and self-improvement...builds on strong points and successes</li><li>● allows for self-acceptance and faith that one can learn from mistakes</li><li>● is authentic, sincere</li></ul>

Encouragement must instill in the student a belief in trust, confidence, acceptance, and appreciation, and may at times be offered with a touch of humour.

Try these encouragement "openers", using a natural tone of voice:

- "You do a good job of . . ."
- "You have improved in . . ." (be specific, simple, direct)
- "I'm glad you enjoy . . ." (adding to student's own resources)
- "I appreciate your help. The room looks much better now that it's clean and tidy."
- "Let's try doing this together this time." (Help eliminate fear of failure.)
- "We all make mistakes. What would you do differently if you had another opportunity to work on this?"
- "Try again. You are giving it a good effort. Soon you'll have it down pat."

## PROVIDING STRUCTURE

A typical IOP classroom will have students with a range of learning abilities and learning styles. Some students may have a trial-and-error, random or episodic approach to learning tasks and may depend heavily on directions and feedback from the teacher. The overall aim of the Integrated Occupational Program is to assist students to become independent learners; to be self-controlled and achieve satisfaction with the intrinsic reward of completing each task to the best of their ability. Diagrammatically, this can be shown as:

Much Structure	Some Structure	Little Structure
<ul style="list-style-type: none"><li>● impulsive</li><li>● concrete</li><li>● easily frustrated</li><li>● passively accepting of failure; blames others</li><li>● confused by choice</li></ul>	<ul style="list-style-type: none"><li>● rule directed</li><li>● externally motivated... "reward/praise-dependent"</li></ul>	<ul style="list-style-type: none"><li>● self-directed</li><li>● inquiring</li><li>● enjoys intrinsic reward of own efforts</li><li>● responds to encouragement</li><li>● assertive</li><li>● likes choice</li></ul>

Learning tasks should be structured to ensure success. The following techniques have proven useful in some IOP classrooms:

- Develop definite rules through teacher-pupil discussion. Let students know what is expected of them, and what consequences will result from failure to comply. The consequences should result logically from having to meet the expectations. Rules must be applied **consistently** if they are to be effective. Teachers involved with the same group of students should agree upon, monitor and promote the expectations.
- Provide an opportunity for student input in goal setting (course goals, personal goals, long-term goals, short-term goals; frequently reviewing and adjusting as necessary) and goal evaluation.
- Develop appropriate and definite goals and deadlines. When assignments are given, be certain students understand the assignment, how it is to be done, how it will be marked, and when it is due. Work together in class to get the students well underway. Collect, mark and return assignments promptly.
- Divide large tasks into small segments and, when necessary, provide step-by-step guidelines and instructions. A wall chart of the steps and procedures may assist students.
- Use pictures and concrete materials to promote a concrete reinforcement.
- Enrich the learning environment by using a variety of techniques designed to address individual students learning styles. A multi-sensory approach can ensure greater understanding.
- Provide sufficient variety in each class to enhance students attention and learning.
- Use encouragement and praise effectively. Initially, provide immediate feedback on each step. Through time, assist students to accept responsibility and control by encouraging self-management and self-regulatory behaviours.

- Greet the students sincerely as they arrive for your class. Be prepared for each class, and begin work immediately. Between lessons, be visible in the hallways. Promote smooth transition periods as students move from one activity or class to another.
- Provide opportunities for students to use a variety of decision-making and problem-solving strategies.
- Complete each class by assisting students to leave with the satisfaction of having learned new material, and having experienced success in what they have been studying. Tantalize them with a hint of something interesting to come next period.

## SETTING EXPECTATIONS

**I am not what I think I am and I am not what you think I am, but I am what I think you think I am.**

The IOP program promotes a flexible learning environment. Expectations should be established based on a diagnostic/developmental approach in keeping with individual student's abilities and needs. Important expectations include:

- emphasizing students' ability to learn. Students need to know that their teachers believe that they can learn. The learning tasks must be meaningful and rigorous, yet provide for success.
- encouraging students to become less teacher dependent and more "in charge" of themselves. Expect students to regulate, monitor and find intrinsic rewards in their personal best efforts. Teachers should avoid doing for IOP students anything they should reasonably be able to do for themselves.
- recognizing that all students have dignity and worth, and each has something important to contribute.

Specific teacher behaviours that may assist in demonstrating expectations of students include:

- calling upon all students equitably to answer questions and make other contributions in class.
- giving all students enough time to respond to the teacher's questions in class. Failure to wait for a student's answer communicates to the student that he is perceived to be less intelligent.
- directing a variety of questions at all students to challenge them to think and to promote deep processing of information.
- ensuring that all students are disciplined fairly, firmly and consistently.
- taking a sincere interest in all students and showing understanding and concern for students' personal needs. Treating all students with respect and courtesy.
- giving all students appropriate, immediate feedback to their responses in class. Affirming correct answers. When answers are unacceptable, telling and encouraging students to try again, or giving further information to assist them to arrive at the correct answer.
- maintaining close proximity with all students during class to demonstrate that all students are involved; permits some individualized attention; and may have the desirable side effect of minimizing discipline problems.
- making time available for individual help either during class time or after school hours.

## EVALUATING STUDENTS' WORK

Evaluation should be viewed as an ongoing part of the teaching and learning process, providing feedback to students, teachers and parents/guardians. Major functions served by the process of evaluation include:

- provision of feedback to students relative to individual success in the learning process. Students may experience difficulty in monitoring and regulating their learning behaviours, and require a great deal of external feedback as to their progress. Feedback and encouragement must be provided on a regular basis
- provision of information to teachers concerning the appropriateness of learning goals and objectives, and the effectiveness of learning strategies and materials that have been used. Such information enables the teacher to modify the program as required for individual students with respect to pacing, learning resources, teaching methods or objectives
- provision of information to parents/guardians regarding the student's progress. Where possible, reports to parents/guardians should be interpreted through interviews so that the implications of the evaluation are understood. While useful in communicating student progress to parents/guardians, the interview is also valuable in identifying individual needs that may be met through program planning and delivery.

Evaluation should serve diagnostic purposes in identifying student strengths and weaknesses, as well as summative needs in measuring overall growth.\* **Because evaluation is an integral part of all aspects of the instructional process, information used in the evaluation of a student should be gathered from a variety of sources using a variety of methods.**

## STRATEGIES FOR EFFECTIVE EVALUATION

Evaluation is a fact of daily life and a necessary part of monitoring programs and student progress. Efforts must be made to provide variation in the procedures used so as to draw upon students' strengths and provide for their success in the evaluation process. Some students will go to extreme measures to avoid being "tested" again. Absence from examinations; feigning an uncaring attitude; or not giving their best effort so that the anticipated failure can be dismissed with the excuse that they really did not try anyway, are all common avoidance behaviours.

The strategies provided here are intended to serve as guidelines to the teacher in developing a system of evaluation that will enhance student learning.

- Evaluate students on an ongoing basis, using a variety of methods, such as:
  - provide taped versions of quizzes and tests for weaker readers and allow them to explain the answer on tape or to a scribe
  - schedule opportunities for students to give demonstrations, which will provide the external structure and/or motivation to cope with the demands of print
  - encourage students to formulate their own questions for an exam, which will provide teachers with valuable insight into the information that students think is important. Students will also acquire practice in asking and answering skills
  - provide a variety of open-ended items to encourage critical and creative thinking
  - use open-book examinations to enhance note-taking, organizing, locating and skimming abilities.

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\* A variety of diagnostic instruments are available through Alberta Education, Learning Resources Distributing Centre (LRDC).



- Emphasize the synthesis of a variety of knowledge and process objectives, rather than isolated skills. Provide students with a variety of informal situations where they can demonstrate their understanding and application of concepts, skills and attitudes.
- Provide encouragement by asking questions and making statements that will prompt students to evaluate their work and learning. These techniques will encourage students to be less dependent on external rewards and more responsible for their own learning. Some examples might include:
  - "You did a good job of      (be specific)     ."
  - "What steps did you find most difficult?"
  - "How could you improve your work in this question?"
- Provide adequate time for students to complete their work. Students often do not do their best under time pressure.
- Consider the following when evaluating student performance:
  - use students' strengths to ensure success in the evaluation process
  - help students realize that ongoing self-evaluation, as well as external evaluation, is a positive developmental process
  - assist students to understand that making mistakes and developing the ability to identify and correct errors are part of the growth process and that mistakes need not be embarrassments.

Teachers are encouraged to evaluate student progress relative to prescribed concepts, skills and attitudes throughout the year using a variety of instruments and techniques. The following briefly describes evaluation methods. **The list is not inclusive, rather it may serve to guide the evaluation process.**

EXAMPLES OF INSTRUMENTS AND TECHNIQUES	COMMENTS OR DESCRIPTIONS
ANECDOTAL RECORDS	A continuous log or diary of student progress in written form. As a detailed record of specific observations, anecdotal records can provide useful data for analysis and interpretation.
CHECKLISTS	Checklists serve to record performance levels in a variety of activities/situations, such as the completion of tasks associated with specific criteria and participation in group/individual activities. Checklists may be useful for peer, teacher and self-evaluation and to enhance student organizational skills.
INTERVIEWS AND CONFERENCES	Student/teacher conferences may be used to move the student toward increased self-direction, to review an activity, unit or test and to acquire student perceptions about progress, etc.
MEDIA	Teachers may tape-record tests to evaluate students' listening skills and knowledge. Students may use tape-recordings to respond in a testing situation. Students' performances may be videotaped for evaluation purposes.

INSTRUMENTS AND TECHNIQUES	COMMENTS OR DESCRIPTIONS
OBSERVATIONS	<p>Observing student behaviour in order to record performance on a checklist or to record data for an anecdotal report is a useful evaluation technique. The focus is usually an individual student or a select number of students undertaking an activity over a given time frame.</p> <p>Observation can include student responses to questions, use of time and materials and participation in discussions and group activities.</p>
SAMPLES OF STUDENT WORK	<p>Samples of student work are collected and qualitative differences in student work over time are assessed using written work, reports, maps, tests, etc.</p>
SELF- AND PEER EVALUATIONS	<p>Peer evaluation is used primarily when assessing other students' participation skills in group activities. Self-evaluation can be used in relation to activities and assignments as well as group work. There should be follow-up to self-evaluation such as a conference with the teacher.</p>
SPECIFIC ASSIGNMENTS	<p>Group activities, such as role playing, simulation games and panel discussions.</p> <p>Speaking activities, such as oral presentations, interviews and debates.</p> <p>Displaying/demonstrating activities, such as artwork, charts, graphs, tables and maps.</p> <p>Written assignments, such as paragraphs, reports and position papers.</p>
QUESTIONNAIRES AND INVENTORIES	<p>Questionnaires may include true/false, multiple choice, key-list, matching and/or sentence completion questions.</p> <p>Inventories provide checklists which may be related to the student's interests and attitudes.</p> <p>The choices provided to the stem of the question are scaled in terms of degree of favourableness or acceptability. Examples of useful inventory choices include:</p> <p><u>The Likert Scale</u> – a 5-point key which may be used in connection with any attitude statement. Examples of the key are: strongly approve, approve, undecided, disapprove, and strongly disapprove. A summed score may be established by weighting the responses to each statement from 5 for strongly approve to 1 for strongly disapprove.</p> <p><u>The Semantic Differential</u> – uses descriptive words to indicate possible responses to an attitudinal object. The response indicates the direction and intensity of the student's beliefs from + 3 (very favourable) through 0 (very unfavourable).</p> <p><u>Rank Order</u> – a group of three or more items is presented which the student arranges in order of preference. This type of item is a cross between matching and key-list questions.</p>



INSTRUMENTS AND TECHNIQUES	COMMENTS OR DESCRIPTIONS
TESTS	<p><u>Objective tests</u> – matching, fill-in-the-blank, true/false, multiple choice, key-list questions.</p> <p><u>Free response tests</u> – sentence answers, paragraphs, essays.</p> <p>Testing should be <u>balanced with other evaluation instruments and techniques</u> when determining marks for reporting purposes.</p> <p><u>Tests should be scheduled</u>. Unscheduled tests may be used for diagnostic purposes rather than for grades or report card marks.</p>

The *Teacher Resource Manual* related to each IOP course and the student workbooks related to each occupational course contain additional information that may be of assistance when evaluating student performance. In addition, the following resource may be used in a variety of IOP courses to guide teachers' evaluation procedures:

*Making the Grade: Evaluating Student Progress*. Prentice-Hall Canada Inc. Scarborough, Ontario, 1987.

## INSTRUCTIONAL MEDIATION<sup>1</sup>

Instructional mediation refers to the teacher's interpretation of the physical and social context for the student. It can include interpretation of a student's responses to that student, and may be verbal or non-verbal. For example:

**Verbal mediation** – Suppose a student stumbles over a word in reading aloud. If the teacher supplies the word, no mediation has occurred. However, if the teacher instructs the student to sound out the word and/or if the teacher suggests that the student discern the word through context, the student has learned a strategy that has a general application.

**Non-verbal mediation** – Guiding a student's hand to show how to use a power tool is an example of non-verbal mediation. It is intentional and meaningful. The technique experienced has application beyond the immediate situation.

Mediation can be used to regulate students' behaviour in terms of their use of strategies and heuristics on tasks. In promoting a strategic view of tasks, the student is empowered to become independent in using that process or engaging in that task. If there is a planning procedure for attacking problems, students will not only solve more problems on their own, but will also be able to identify the point at which they have trouble.

A further use of mediation is to develop students' feelings of competency. Students who feel competent, and who focus on effort as being effective in learning, are willing to try new tasks, even when these are difficult. Students who are rewarded only for having performed well, on the other hand, come to have a performance goal. These students become reluctant to engage in any task at which they cannot quickly become successful. Teachers can foster a learning goal by providing appropriate challenges for students and supporting their efforts in solving these challenges. Teachers should focus their mediation on the role of effort and strategy selection to achieve success, rather than in praising performance.

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1. Pace, Sandra. *Instructional Mediation in the Classroom: How Teacher Talk Influences Student Learning*. Alberta Education, 1987.

## ORAL LANGUAGE IN THE CLASSROOM

A great deal of recent research has focused on teacher talk in the classroom. Specifically, interest has focused on the use of teacher questioning techniques, and on other patterns for teacher/student oral interaction.

Research findings suggest that listening is often a stronger learning modality for students who experience difficulty when reading. Teachers, therefore, need to be cognizant of questioning techniques and students' overall abilities to deal with language by ear, versus language by eye.

Students may differ in their abilities to process oral language. The following strategies may enhance student comprehension when giving oral instruction in the classroom:

- determine speaking rate. The average oral reading rate for newscasters is 175 wpm which may be too fast for some students. Teachers are encouraged to determine their speaking rate using a variety of methods such as taping themselves in class, evaluating their speech habits and adjusting their rate of speech accordingly.
- examine and adjust the content of the message. Teachers must be aware of factors that may hinder student comprehension such as technical language and abstract concept density.
- enrich the context of spoken instructions by providing examples, synonyms, antonyms; e.g., julienne the carrots into 3" strips.
- enrich the context of the classroom with demonstrations, posted reminders of rules and procedures, and labels on containers/tools.
- paraphrase key points for students to remember; e.g., "In other words, what you must keep in mind is..." (may be done by the more able students).
- provide advance organizers, to help students develop a mental set for listening. In the first 2-3 minutes of class, briefly describe the day's lesson, highlighting the important things that will be discussed and accomplished.
- at the end of each lesson, summarize what has been covered, referring back to an advanced organizer.
- minimize the dependence on lecture format. Provide opportunities for students to ask questions, discuss, view and engage in meaningful writing activities.

## QUESTIONING TECHNIQUES

Significant gains can be made by students when classroom questions:

- probe and prompt students to develop strategies that will enhance their abilities to recall, organize and apply information in a variety of contexts.
- assist students to develop strategies that enhance memory and retrieve information.
- encourage the students to expand their use of language. Appropriate questioning techniques prompt students to make predictions, consider alternatives, project into the lives of others and generate creativity.
- provide opportunities for students to review information or activities, suggest ways to apply new information and predict future classroom activities.
- assist students to develop and apply questioning strategies appropriate to circumstances or personal needs.

## TEACHER SELF-EVALUATION OF QUESTIONING TECHNIQUES

Teachers may monitor their questioning techniques using a checklist of questions, by inviting a colleague to sit in on the class to observe and record various categories of questions posed, or by videotaping a class presentation. A simple grid might look like this:

	CLOSED-ENDED QUESTIONS	OPEN-ENDED QUESTIONS	PERFORMANCE-MONITORING STATEMENTS
Examples	What date . . . ? Who . . . ?	Give an opinion . . . Give an alternative . . . Predict . . .	Explain in your own words . . .
Tally	✓✓✓	✓✓✓✓	✓✓

## RESPONSE OPPORTUNITY

Teachers are encouraged to provide opportunities for all students to respond to questions. Teachers may invite a colleague into the class to monitor the distribution pattern of questions and responses.

Student Response S - student initiated / T - teacher initiated (Front of Classroom)				
S T	T	TT	T	
S T	T		T	
	S		S	S T

## LATENCY PERIOD

Latency period is the length of time between a question and an answer. Pausing after posing a question provides opportunities for all students to formulate responses. Specific techniques may be used to monitor "wait time", such as pacing five steps or making eye contact with five students before naming a student to respond. Probes, prompts and "scaffolding" aid in memory search and help students expand comprehension. Often, the answer will be found, and you will have taught a valuable strategy!

Teacher question: "Why do you think the supervisor in the film gave Jody a low evaluation on communication skills?"  
(pause) Cory?

Student response: "She didn't say much."

Probe/Prompt: "When Jody answered the telephone, Cory, what did she say?"

Monitoring Comprehension: "When she recorded the message what did she write?" "Tell me how you would answer the telephone."

Teach the rest of the class to be patient and polite when dealing with moments of silence. If a question is not straight recall, most students will have a contribution to make, at some level, when they are called upon to answer.

## MODELLING

Some students lack skills that enable them to perceive, memorize and attend to tasks and information. Teachers may use themselves and students to model appropriate behaviour.

The role of teacher-as-model is even more important, when students are in segregated classes within a school, or in segregated schools.

Teachers should model:

- Thinking strategies – Talking aloud while developing and using a strategy may help to clarify the thinking processes for the student. Gaining meaning through the use of context clues, for example, lends itself well to modelling.
- Organizational skills – Modelling skills and strategies may assist students to organize themselves and their materials. Assist students to organize notebooks, maintain a tidy work environment, and come to class with necessary materials, and prepared to work.
- Appropriate personal presentation – Clothing, deportment and attitudes can be modelled by teachers. For example, students may become more accepting of others if they observe appropriate behaviour modelled by the teacher.
- Good communication skills and attitudes – Students can benefit from the teacher's example in the area of non-verbal communication. Eye contact, facial expression, voice tone, mood, posture and gestures, and the language of personal space and distance are often problematic to teenagers. A teacher who is willing to listen and assist students to resolve problems patiently, fairly and democratically is providing an important role model for students.



## **TECHNIQUES FOR MAXIMIZING CLASSROOM EFFECTIVENESS**

The following techniques have been selected to maximize teaching effectiveness because they can be individualized to take into account the special needs of each academically disadvantaged student.

- **AUDIOVISUAL AIDS**

Students who do not read well can use the senses of hearing and seeing to obtain information they otherwise may miss because of poor reading skills. Audiovisual aids can be more realistic and interesting than some other methods of learning. One audiovisual aid which has proven to be particularly useful in teaching the disadvantaged student (especially slow readers and students who lack academic motivation and confidence) is the tape recorder. It allows the students to hear themselves and may assist in improving their verbalization abilities.

- **BRAINSTORMING**

This technique encourages the use of imaginative or creative thinking about a particular topic. Brainstorming is often effective with students who are withdrawn and do not express themselves well in large group discussions. Since no idea presented is rejected, students who may be less verbal in other learning activities feel less threat in participating. This provides a non-threatening opportunity for students to express their ideas.

- **DEMONSTRATIONS**

A demonstration puts principles and theories into practical operation by allowing students to see and hear what is being performed. The multisensory appeal tends to attract and retain the students' attention. Learning is based on observed outcomes that provide practical meaning. A demonstration allows for physical learning rather than abstract. The sequence of steps and key points involved become obvious to the success of the completed process. One of the most effective ways to motivate disadvantaged students is to make clear how a skill or process to be learned can be of practical use to them.

- **FIELD TRIPS**

The field trip offers a first-hand learning experience, which is often the way the disadvantaged student learns best. It provides an opportunity for students to relate theories and principles learned in the classroom to practical situations in the community and the world of work.

- **GAMES**

The use of games in the classroom emphasizes that learning can be an enjoyable activity. Games also provide social experiences that require cooperation and interaction. A well chosen educational game can provide opportunities for the development of comprehension and skill in following instructions. Appropriate follow-up activities can be developed to maximize the learning experience.

## ● **INDIVIDUALIZED INSTRUCTION**

Individualized instruction may accommodate the learning styles and interests of students who:

- prefer to work at their own speed
- have difficulty with verbalization
- are not easily motivated
- have a high fear of failure

This technique is most effective when it is custom tailored to the student's needs, interests and capabilities.

## ● **PEER TEACHING**

In peer teaching, a student who has mastered a particular skill or some basic knowledge, shares this competency by working with another student to help him or her learn the skill or knowledge. Peer teaching can be used to:

- assist with the integration of the IOP student into regular classes, thus stimulating social intermingling.
- make learning more friendly and less formal
- improve knowledge of a subject and communication skills of both peer and tutor.

## ● **PROJECT METHOD**

The project method is a type of instruction in which the student is responsible for selecting, planning, executing and evaluating a specific skill or work assignment with the guidance of knowledgeable and experienced individuals. This method is particularly useful when there is a wide range of individual differences in student abilities. Advantages of this method include:

- individualized instruction
- student responsibility
- active involvement
- practical application of newly acquired knowledge
- opportunity to succeed in an educational experience and take pride in this accomplishment.

## ● RESOURCE CENTRE

A resource centre has the potential of providing motivation for students if it:

- includes a variety of subject appropriate materials (books, magazines, journals, newspaper articles, brochures, community resources, etc.)
- is easily accessible
- is inviting to students
- includes student-projects and community activities relating to the subjects or occupational area.

## ● ROLE PLAYING

Role playing, used in the protective setting of the classroom, can further focus and advance the process of learning. For example, a mock job interview that simulates "the real thing" does much to develop desirable behaviours. In a trusting atmosphere, students can better accept coaching tips on haircuts/styles, make-up, dress, asking and answering questions, and so on. The interview can be taped and then reviewed. Invite the school work experience coordinator to act as the interviewer, or, better yet, invite the personnel manager from a neighbourhood business to become involved as a community partnership venture.

Role playing can be used to help IOP students to:

- express themselves verbally
- show creativity
- learn in the affective domain (i.e. attitudes)
- gain an understanding of the feelings of others
- become actively involved in the learning situation

The actual role playing situation should take no more than 5-15 minutes. Teachers must ensure there is ample time to allow for proper expression of attitude and clarification of misunderstandings.

## ● STUDY SKILLS

Many students, but particularly the Integrated Occupational Program student, would benefit from guidance in the area of study skills. The IOP teacher is encouraged to take the time to help students improve their study skills.

"You don't have to be brilliant to do well at school or to pass exams.  
You do have to be WELL ORGANIZED, and to have GOOD STUDY HABITS . . ."  
Study Power, 1985<sup>1</sup>

Useful topics that may be addressed are:

- Exam Preparation and Test-Taking Strategy
- Listening Skills
- Note-Taking Skills
- Organizational Skills
  - Time Management Techniques
  - Where, When and How to Study
- Paraphrasing Strategy
- Project and Assignment Hints
- Reading Skills
- Remembering Skills and Techniques
- Stress Management.

## STUDENT BEHAVIOUR INDICATORS<sup>2</sup>

As the effective teaching strategies outlined on the previous pages are implemented, teachers will likely note positive changes in student behaviour, including:

### 1. Problem-solving characteristics

Spontaneous effort to define problem.  
Spontaneous correction of errors.  
Decrease in the number of erasures.  
Increase in need for precision by oneself and others.  
Decrease in impulsivity and aggressive interpersonal behaviour.  
Increase in the relevance and completeness of responses.  
Increase in willingness to defend one's own statements on the basis of objective or logical evidence, and to require the same from others.  
More systematic work.  
Increase in planning behaviour.

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1. Study Power Australia. Study Power: A Guide to Improved Study Skills. 1985. Address: P. O. Box 393, Claremont, Western Australia 6010.
  2. For permission to reprint copyrighted material grateful acknowledgement is made to the following: Spelt International for the material from *Instructional Materials to Accompany Feurestein's Instrumental Enrichment Training*, by Jane Towery Woolsey, Sandra Falconer Pace, John Read, and Robert Mulcahy. Reprinted by permission of the Canadian publishers, Spelt International, 1988.

## **2. Acquisition of vocabulary, concepts, operations, etc., necessary for problem-solving**

Spontaneous use of acquired vocabulary and concepts.  
Spontaneous use of operations, strategies, and principles.  
Spontaneous use of sources of information and reference materials:  
dictionary, maps, etc.

## **3. Production of intrinsic motivation through the formation of habits, of internal needs systems**

Spontaneous reading of instructions before starting to work.  
Settling down to work more rapidly upon entering class.  
Spontaneous checking of own work.  
Increased responsibility for own supplies and equipment.  
Increased responsibility for making up work after absences.

## **4. Increase in task intrinsic motivation**

Increased curiosity about objects, events, and concepts previously unnoticed.  
Increase in attention span and time on task.  
Increase in readiness to cope with more difficult tasks and less anxiety and fears of failure.  
Increased cooperation and readiness to volunteer.  
Decrease in absenteeism.  
Increased readiness to cope with difficult and challenging material.

## **5. Evidence of more reflective thinking and development of insight**

Increase in divergent responses.  
Increase in reflection before responding.  
Increased sensitivity in interpersonal relations.  
Increase in readiness to listen to peers, and greater tolerance for the opinions of others.  
Spontaneous examples of generalization.  
Increase in exploration of alternatives before reaching a decision.

## **6. Overcoming cognitive passivity**

Decrease in number of requests for additional explanation and assistance before starting to work.  
Increased willingness to participate in oral discussions.  
Increase in willingness to render and accept help.  
Increase in self-confidence.  
Improved self-image and pride in performance.  
Decrease in reliance on authority.  
Increase in readiness to question.

## PROFESSIONAL READING LIST

Subject specific resources are listed in IOP subject area teacher resource manuals.

The learning resources listed below have been identified as potentially useful for IOP teachers. These titles have not been evaluated by Alberta Education and their listing is not to be construed as explicit or implicit departmental approval for use. These titles are provided as a service only, to assist local jurisdictions in identifying potentially useful learning resources. The responsibility for evaluation of these resources prior to selection rests with the local jurisdiction:

Canada Safety Council. *Instructional Safety Objectives for Vocational/Technical Training Courses.*

This safety resource will assist the occupational teacher to provide safety awareness training in a variety of occupational areas.

Canada Safety Council  
1765 St. Laurent Blvd.  
Ottawa, Ontario

phone (613) 521-6881

Coloroso, Barbara. *Discipline: Winning at Teaching*, 1983.

This book presents a positive approach to discipline through such topics as: Discipline vs. Punishment; Troubled Students; Trust, Respect, and Success.

Kids Are Worth It, Inc.  
2222 Juniper Court  
Boulder, Colorado, U.S.A. 80302

Csapo, Marg. *Teaching Social Skills*, 1987.

This book provides systematic methods and strategies for teaching children basic social skills. Some of the topics addressed are social withdrawal/social isolation/social aggression.

Available on loan from: Edmonton Public Library, University of Alberta Library, Calgary Board of Education Library.

Available for purchase from: Centre for Human Development and Research, 2889 Highbury Street, Vancouver, B.C. V6R 3T7.

Dunn, Rita Stanfford. *Educator's Self-Teaching Guide to Individualizing Instructional Programs*. New York: West Nyacle. 1975. pp.74-111.

This book provides techniques for determining individual student's learning style.



Florida Department of Education, Division of Vocational Education. *Teaching Academically Disadvantaged Students in Vocational Education Courses*, 1982.

The purpose of this book is to provide the vocational education teacher with:

- a description of some demographic and personal characteristics of academically disadvantaged students
- a description of some desirable characteristics in teachers of academically disadvantaged students
- a discussion of ways to modify classroom management and curricula
- a presentation of teaching strategies that the vocational education teacher may find useful with academically disadvantaged students
- a bibliography and a resource list.

State of Florida, Department of Education, Division of Vocation Education, Ralph D. Turlington, Commissioner of Education, Tallahassee, Florida.

*Making the Grade: Evaluating Student Progress*, 1987.

This book provides examples of student evaluation strategies and a variety of evaluation instruments that may be used in IOP core, practical arts, and occupational courses.

Available for purchase from: Learning Resources Distribution Centre, 12360-142 Street, Edmonton, Alberta, T5L 4X9. (Check current Buyers' Guide for price.)

Mulcahy, Marfo, Peat and Andrews. *A Strategies Program for Effective Learning and Thinking*. SPELT. A Teachers' Manual, 1987.

This manual presents an approach to learning and instruction based on cognitive theory. The first part of the manual provides a brief description of the theory and concepts underlying learning and thinking strategy instruction, for application, addressed in the second part.

Spelt International Limited  
207 Manor Court  
Sherwood Park, Alberta

Northwest Regional Educational Laboratory. *Experience-Based Learning: How to Make the Community Your Classroom*, 1978.

This book is intended to show how off-campus learning opportunities can be opened up for students. Experience-based learning techniques are described and the following questions are addressed:

- How is experience-based learning different?
- How do you structure experience-based learning?
- How can you link community resources with student projects?
- How do you locate resource people and involve them in experience-based learning?
- How do you manage the process?

Northwest Regional Educational Laboratory  
710 S.W. Second Avenue  
Portland, Oregon 97204

Weber, Ken. *The Teacher is the Key*, 1982. Methuen Publishers.

This book is a practical guide for teaching adolescents with learning difficulties. It contains chapters on organization and development, lesson planning, individualization, behaviour management, and a major section on teaching efficient thinking strategies.

Methuen Publishers  
2330 Midland Avenue  
Agincourt, Ontario  
M1S 1P7

Weber, Ken. *Yes, They Can! A Practical Guide for Teaching the Adolescent Slow Learner*. 1974. Methuen Publishers.

This book is a developmental, carefully-structured approach to teaching adolescent slow learners, based on the premise that these students are capable of more than they themselves and most of society believe. It includes realistic methods of motivating as well as nurturing the self-confidence of these students.

Methuen Publishers  
233 Midland Avenue  
Agincourt, Ontario  
M1S 1P7

## **ALBERTA EDUCATION DOCUMENTS**

In addition to Alberta Education documents developed for specific IOP subjects (Program of Studies, Program of Studies/Curriculum Guides, Teacher Resource Manuals and Student Workbooks) the following Alberta Education documents may be useful to teachers:

*Essential Concepts, Skills and Attitudes for Grade 12*, 1987.

*Students' Interactions. Development Framework: The Social Sphere*, 1988.

*Students' Physical Growth. Development Framework: Physical Dimension*, 1988.

*Students' Thinking. Development Framework: Cognitive Domain*, 1987.

*Teaching Thinking: Enhancing Learning*, 1990.

*Work Experience Program Teacher Resource Manual*, 1990.

These documents are available through the Learning Resources Distributing Centre.

# COMMUNITY PARTNERSHIPS

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## DEFINITION

Broadly defined, "a community partnership" is an agreement between a school and a business, industry or community agency to a mutually acceptable set of purposes and the means for achieving such purposes. Community partnership is based on the belief that educators can enhance students' learning experiences by bringing the community into the school and by exposing students to learning opportunities in the community.

Community partnership is a much broader concept than work experience. Work experience has traditionally implied that students work in a selected business in the community for 125 hours of time and receive five credits applicable toward their diploma. "Community partnerships" is not a course unto itself; rather, it is a vital component of every IOP course, particularly those in the occupational component of the Integrated Occupational Program, and is designed to provide students with a variety of exposures and experiences in the real life world of work.

Potential community partners may include not only business and industry but also community based service organizations, parents and citizen groups. For example, a student may become involved in community partnership with a charitable organization or participate in a community venture such as landscaping and maintaining the school yard. An example of an in-school community partnership might be a parent, university student, senior citizen or business representative acting as a guest speaker to a class, or assuming the role of mentor or tutor to an individual student. By using the expertise, talent and unique human resources of community organizations, private citizens and businesses, community partnerships enrich the experiences of students.

As students become involved in community partnerships early in their schooling, they begin to appreciate, through first-hand experience, the need for basic computational, communication and social skills in order to achieve on-the-job success. As students see the need and relevance of acquiring these skills, they become motivated to achieve.

To paraphrase the message of an old Chinese proverb . . .

Tell students, and they will likely forget  
Show students, and they may remember;  
**BUT,**  
Involve students, and they will understand.

## RATIONALE

During the last decade there has been an increasing effort among educators and the community they serve, to provide students with learning opportunities beyond those of the school building. The education of youth is no longer seen as a responsibility delegated by the community to the local school alone, but is increasingly perceived by the community at large as a jointly held obligation.

Increasing attention is being directed toward understanding the relationship between education and economic growth. Education is the fundamental means by which society develops skilful, creative, and productive citizens. Business and industry, recognizing their dependence on the output of the public schools, are seeking ways to effect quality in public education. Business and education partnerships represent such efforts.

Community partnerships constitute a coordinated effort among all community members to work toward enhancing students' educational opportunities. Community members should make known their employment needs and, further, may participate in the direct schooling of students by acting as guest speakers, giving demonstrations, hosting tours, etc. Professional educators, in turn, must recognize community needs and seek the ways and means of making formal and reflective much of what heretofore has been informal education. **Community partnerships, therefore, require planned articulation between community-based and school-based educational experiences.**

## MANDATE

The provincial government's policy statement *Secondary Education in Alberta* (June 1985) Policy Statement supports the concept of community partnership:

- Policies and guidelines will be developed to facilitate the effective use of educational services available outside the school.
- The secondary school system will explore ways of using accomplished members of the community such as scientists, performing artists and community leaders, more extensively in schools, in both instructional and non-instructional ways, and in support of and in association with permanent teaching staffs. For example, useful approaches might include school-community exchange, creative use of staff leave provisions, and other "partnership" ventures.
- Expanded practical experience programs planned, administered and evaluated in consultation with the academic, cultural, recreational, social services, business, industrial and labour-related communities will be required to provide some students with the knowledge and the practical experiences they need for occupational awareness and preparation.
- The secondary school system should develop direct and effective linkages with public and private agencies in the community, particularly those that provide services to Alberta youth, to ensure coordinated and complementary assistance to students.
- The responsibility for students' secondary school programs will evolve toward a partnership among students, parents, the school, and the community. Students, parents and teachers will be responsible for planning each student's program.

Alberta Education is currently reviewing its policy in the area of community partnerships. In the interim, educators should consult the *Program Policy Manual* (revised) for the general guidelines and procedures for "Off-Campus Vocational Educational Programs, Work Experience Programs and Work Study Programs". In particular, attention is directed at policy and procedures related to work site selections and insurance coverage. The information contained in the *Work Experience Program Teacher Resource Manual*, (1990) should be used to guide all off-campus learning activities.

## OBJECTIVES

To ensure that the special needs of Integrated Occupational Program students are addressed in real life learning situations, the involvement of the community is essential. Schools working with businesses and individual volunteers to prepare our students, represent investments that will never stop paying dividends; dividends in the form of a more literate society, better prepared employees, and a country that is proud of its schools.



Community partnerships are designed to:

- provide students with hands-on experience to help them to relate their schooling to everyday life and experience in the workplace and the community
- develop students' awareness of essential employee/employer attributes, and to prepare participants for the attainment of these attributes
- provide occupational preparation for entry into the world of work
- provide students with an opportunity to develop life skills in the areas of goal setting, decision making and problem solving
- promote the development of self-esteem, self-awareness and self-assertion through social interaction at the place of employment or in the community
- encourage students to continue their education, and to seek post-secondary education or training appropriate to their career, educational and personal/social aspirations.

## **BENEFITS**

The notion of reciprocity is fundamental to the success of community partnerships. There are numerous benefits to students, teachers and other stakeholders.

## **STUDENTS**

- Enhances educational experience through practical "real life" involvement with:
  - role models
  - mentors
  - community endeavours
  - the business and industrial world.
- Provides individual opportunities to:
  - increase motivation
  - improve achievement
  - enhance self-image.
- Prepares for a smooth transition from school to the first full-time job by:
  - acquiring employability skills while attending school
  - increasing career awareness
  - exploring occupational choices
  - developing an understanding of employer/employee processes
  - obtaining employment experience, contacts and references.

## **TEACHERS**

- Enriches curriculum by involving students in the learning enterprise in a practical meaningful way. The result may be rewarding and renewed teacher enthusiasm because of the opportunity to improve and enhance the educational experience and become more knowledgeable about current business and industrial trends.



- Creates a more positive classroom environment, with improved attendance.
- Provides the possibility of:
  - assistance in special areas
  - opportunities for professional development in the context of business/industry
  - recognition as an innovative and progressive educator.

## **SCHOOLS**

- Enriches total curriculum through community partnerships
- Increases community awareness and appreciation of the effective use of community resources
- Provides information regarding changes or additions in curriculum required to meet the changing needs of society
- Improves the level of community satisfaction with the schools
- Permits increased awareness of job/career opportunities in local areas
- Encourages students to remain in school and graduate
- Maximizes the educational program in periods of financial restraint.

## **JURISDICTIONS**

- Shows leadership in innovative educational programs
- Provides information relative to the program structure of schools (i.e. elements of curriculum, career objectives and counselling, etc.)
- Provides an increased pool of expertise that creative school personnel can tap. Community people thus multiply the resources of the school and help to improve programs
- Encourages more intensive interaction between business, community and education
- Encourages a sense of caring through collaborative activities.

## **BUSINESS AND INDUSTRY**

- Permits local business and industry to apprise schools of their present and future manpower needs, and to influence career awareness and school programs which are specifically geared to meeting those needs.
- Provides a pool of potential manpower:
  - with desirable knowledge and skills
  - with lower training costs since students will have developed many generic and work skills as part of their school program
  - prospective employees who have been observed under actual working conditions
  - with a reduced turnover rate due to career awareness and preparation
  - that is more productive because of occupational preparation.

Such an improved labour force has the potential of increasing profit.

- Provides rewarding and satisfying experiences for participating employees and employers because of the:
  - teamwork and mutual achievement
  - involvement with young people
  - personal satisfaction of making a positive contribution to education and the community.
- Provides an opportunity to enhance:
  - management skills
  - communication skills
  - resource utilization.
- Develops a better appreciation of:
  - the issues, challenges and decisions facing today's youth
  - the complexities and challenges for any educators.
- Improves public relations due to visibility, thus providing recognition for a valued community service, social responsibility and good corporate citizenship.

## **COMMUNITY**

- Increases civic cooperation
- Provides a well-prepared work force
- Enables young people to become contributors to the local economy as employees, employers, entrepreneurs
- Enables community members to impart their wisdom to students and students to reciprocate in meaningful ways
- Strengthens the system of public education
- Maximizes effective use of community resources.

## **TYPES OF COMMUNITY PARTNERSHIPS**

There are numerous avenues along which community partnerships may develop. In junior high school, students may be initially introduced to the concept of community partnerships through such activities as:

- Inviting members of the community into the classroom as guest speakers, tutors, discussion or seminar leaders, or demonstrators (e.g., cake decorating, carpet care, grooming, landscaping, school photographer, special equipment use).
- Involving community members in special events (career days, mock job interviews).
- Touring local business and industry.
- Conducting taped interviews with employees in job areas of interest to the student.
- Sharing of such resources as films, videos, booklets, pamphlets, equipment, and specialized laboratory facilities.

- **Mentorship** -- A student is paired with an employee of a local company who volunteers to spend a few hours a month to be a "friend in industry" to the student. Mentors typically invite students to their workplace to tour the company facilities and may include them in trade and technical fairs.
- **Job Shadowing** -- After selecting a job area of interest, the student spends time with an employee working in that area, thus gaining exposure to the realities of the job and providing the student with realistic expectations to enable appropriate educational planning. In recent years, job shadowing has become a particularly popular method of informing female students about potential careers in non-traditional fields.
- **Group Community Partnership Project** -- One effective way of introducing students to individual community placements is first to involve them in a group community partnership project. Such projects are a versatile approach to experiential, community-based learning that can be designed around nearly any length of time, to fit almost any situation and involve any number of students. Projects can incorporate academic, socio-personal and occupational objectives and may be set up as home room projects, school projects or even as entrepreneurial endeavours. Many classes may become involved in such projects as:
  - school yard beautification (the science class may determine the most appropriate fertilizer, grass and paint to use; the mathematics class may undertake a cost comparison of various supplies; and each occupational class may assume an appropriate activity - planting, painting, etc.)
  - school store (various classes may have the school store merchandise products from woodworking, sewing and craft projects; business classes may handle the bookkeeping and retailing; the English class may promote and advertise the store.)
  - school lunch program (various classes may share responsibility for a lunch program.) Business class may handle incorporation and maintenance of a non-profit society. They may also maintain accounting records, do purchasing and collect money from students buying lunch. Home economics class may do menu planning and participate in food preparation and lunch service; the social studies class may do public relations amongst students and within the community. The class may conduct market research, provide linkage with wholesalers and the milk foundation board. Board of directors for the lunch program may be comprised of one student elected from each of the participating classes.

As students gain maturity and confidence, their community partnership activities should encourage them to assume greater responsibility. Students may:

- work within the school in a supervised, structured environment; e.g.,
  - working as an assistant in the school, (library, cafeteria, caretaking, canteen services, etc.)
  - working directly with the public while receiving course instruction (provide hair care services to community clients, run a school day care program, catering services, service station, automotive shop, etc.).
- work in the community in an individual capacity; e.g.,
  - businesses and industry (typing, cataloguing, delivering, warehousing, taking inventory, performing custodial services, farming, construction and automotives, etc.)
  - community service (hospitals, involvement with senior citizens and handicapped, playground program, SPCA)
  - community agencies and fund-raising (Uncles at Large, Big Sisters, Elks, Kiwanis, Lions, Canadian Cancer Society, Salvation Army, Red Cross, Heart and Lung Association, Easter Seals, Friendship Centres).

Placements are limited only by community availability and the creativity of the teacher involved. Placements should be selected according to the interests and education level of each student. Examples of possible placement in the eight occupational clusters are provided in the senior high school section of this manual. Further placement possibilities may be obtained from:

Alberta Agriculture District 4-H Offices  
 Alberta Career Centres  
 Clergy  
 Clubs  
 Community Associations  
 Media (Television, Radio, Newspaper)  
 RCMP  
 Senior Citizen Organizations  
 Yellow Pages in Telephone Book

**Time allocations** – The amount of time devoted to community partnership activities should increase with each year spent in the Integrated Occupational Program, as shown by the following chart:

GRADES	DEVELOPMENTAL CONCEPT	INSTRUCTIONAL ORIENTATION	
		School	Community Partnership
8/9	Awareness	90%	10%
10	Exploration	80%	20%
11	Orientation	70%	30%
12	Preparation	60%	40%

The percentage figures given for the community partnership component are recommended minimal guidelines. Schools that do not have extensive on-site facilities may use community work sites to a much higher degree.

Schools with extensive in-school laboratory facilities should still ensure that all senior high students are given job placements within the community as part of their instruction in the occupational courses. The incidental learnings gained via actual job placement in terms of expected attitude, productivity standards, social relationships, and so on, are not easily duplicated in the classroom.

## LAUNCHING SUCCESSFUL PARTNERSHIPS

There is no one right way to establish community partnerships, nor is there a single formula for success. There are many successful programs, all different and all flourishing.

It is the responsibility of the school, in cooperation with its community, to devise the specific program, judge its suitability, set local objectives, determine the methods of instruction, evaluate placement, and develop methods of recognition. Responsibilities could be grouped under the following headings:

- Program Initiation and Planning
- Program Implementation
- Program Monitoring and Management
- Program Evaluation
- Program Validation
- Recognition of Community Partners

## PROGRAM INITIATION AND PLANNING

### Information Forms

Student and community information forms prove useful in matching potential partners. For example:

#### STUDENT INFORMATION OUTLINE

##### Personal Information:

Name  
Address (home)  
Social Insurance Number  
Birthdate  
Home Phone  
Emergency Contact  
Parent or Guardian's Name  
Parent or Guardian's Address  
Parent or Guardian's Occupation  
Could your parents (guardian) help with any type of community partnership; e.g., volunteer in school/out of school; work placement at the business or in organizations?  
Do you have access to transportation?

##### Past Experience:

Include WHEN you worked, WHAT you did, and what you liked about each experience:  
Volunteer work (e.g., baby-sitting, paper routes, etc.)  
Hobbies  
Interests  
Special skills

##### Placement Preference List:

List in order of preference.

##### Restrictions:

List any restrictions (particularly geographical area, transportation, etc.)

#### COMMUNITY INFORMATION OUTLINE

Name of Organization/Individual/Business  
Address  
Contact Person

Job Title  
Responsible to: Title  
Person  
Summary of Responsibilities

Main Duties

Working Conditions

Personal Qualities

Skills/Attitudes that may be developed in this work situation

Other Comments



## Guidelines

Educators should consult the *Program Policy Manual* (revised) for the general guidelines and procedures for "Off-Campus Vocational Educational Programs, Work Experience Programs and Work Study Programs". The information contained in the Work Experience Program Teacher Resource Manual, (1990) would also be helpful.

The following responsibilities are outlined for the certificated teacher supervising an off-campus site:

- to ensure that the curriculum is followed and a plan of instruction is in place
- to ensure there are a variety of activities or experiences
- to ensure safety provisions are met
- to assess student performance
- to monitor student attendance
- to monitor student-instructor relations and student behaviour
- to monitor work site-community relations
- to ensure a positive learning environment
- to ensure appropriate records are kept for all of the above.

In developing and maintaining off-campus teaching/learning opportunities, the school board must ensure that each work site selection meets the following criteria:

- the work site will have adequate space provisions for the number of students enrolled
- the facilities and equipment at the work site will be adequate to achieve the objectives of the program
- the facilities meet the required standards of Occupational Health and Safety, and fire regulations
- the equipment used by the students meets Canadian Standards Association (CSA) standards
- all applicable federal, provincial and municipal legislation is followed.

School boards offering off-campus programs:

- will carry extended liability insurance for the protection of the board, its employees, students, and third parties.

## PROGRAM IMPLEMENTATION

Assign a teacher or coordinator to be responsible for the community partnership program. A high degree of interpersonal skill is necessary to deal with the many different personalities found in the workplace. The coordinator will:

- Recruit appropriate training stations.
- Identify community partners who tend to have some of the following characteristics:
  - interest in education
  - commitment to young people
  - energy and enthusiasm
  - responsible position in the company
  - creative and innovative thinking
  - communication skills
  - willingness to make the necessary time commitment
  - support for the goals of the program
  - consistency, commitment, cooperation.
- Clarify the responsibilities of the employer:
  - to provide a safe environment
  - to provide a valuable learning experience
  - to provide an employee to act as the supervisor of the student
  - to evaluate the progress of the student
  - to report any problems to the coordinator (i.e., performance, behaviour)
  - to report student absences to the school.
- Outline the basic expectations of each student. These may include the following:
  - to conform to company standards of dress and behaviour
  - to be punctual and attend regularly
  - to report absence due to illness as follows:
    - a. phone your employer before the start of the workday, say that you will not be at work, and explain why. Phone each day you are absent
    - b. phone the school, giving notification of your absence
    - c. inexcusable absences will be dealt with by the school principal. Missing an off-campus placement is the same as missing any other class
  - to become aware of the rights and responsibilities of employers and employees (teachers may wish to discuss this prior to work placements)
  - to work the full time specified by the agreement
  - to observe all company rules
  - to show a positive attitude
  - to learn as much as possible
  - to complete time sheets each week
  - to do his/her best
  - to be informed of evaluation components. For example:
    - a. classroom performance
    - b. tests, assignments
    - c. employer observations/feedback.
- Meet with each student and agree on a mutually acceptable placement and job application procedures. For example:
  - preparing a resume and covering letter
  - arranging and preparing for an interview.

- Organize an orientation for each student, to:
  - explain the purpose of the community partnership, outlining what he or she can expect to learn
  - introduce the student to his or her supervisor and to other employees
  - acquaint the student with the physical facility
  - provide a complete description of the job to be performed
  - explain school and business expectations regarding volume and amount of work to be accomplished, speed, consistency of keeping busy, initiative, neatness, accuracy, safety, efficiency, punctuality, attendance, honesty and loyalty (emphasize that the business community will not accept lax standards)
  - explain company rules (breaks, dress requirements, smoking policy)
  - provide the student with a list of tasks that could be performed when regular duties are finished
  - establish a routine for the student to follow
  - show the student the tools/equipment that are used in the organization and the ones the students will be using
  - describe the safety practices to be followed.
- Provide a list of suggestions to aid the employer's effectiveness with the student:
  - start the student off at a point where he or she can be reasonably assured of success, and then proceed in small incremental steps
  - give one instruction at a time; determine the rate of progress, and then gear to mastery
  - introduce a new task by:
    - a. demonstrating what student is to do, explaining as you demonstrate (written instructions may be a helpful reference for the student)
    - b. allowing the student to try the new task, then demonstrate again to show how to improve
    - c. allowing the student to practise
    - d. coaching the student to improve
  - have the student work as helper to a regular employee who will gradually give the student more and more responsibility
  - evaluate each student individually, recognizing that each one will have different skills and abilities
  - tell the student how he or she is doing -- either well or poorly. With specific feedback, students are more able to adjust their performance
  - increase productivity through positive reinforcement:
    - a. convince student you want him or her to succeed
    - b. provide praise when appropriate; give constructive criticism in a sensitive, positive manner; assure the student that correction is part of the learning experience.
- Develop a handbook/brochure of information as a useful communication tool. Suggested topics to include are:
  - program goals
  - benefits
  - expectations of the student
  - expectations of the employer
  - student evaluation
  - general information.

- Develop a plan to promote and maintain public relations with:

i. Business and industry

- inform companies of the purpose of the program, explaining their roles in the evaluation of the students
- discuss the role of the teacher-coordinator and the school
- stress that the concept of community partnership is to provide an educational training experience
- state your school board's position regarding remuneration
- deal with questions and/or objections calmly but persuasively
- ask for a commitment after summarizing the benefits
- send a letter of confirmation to employer.

**LETTER OF CONFIRMATION TO EMPLOYERS**

Dear \_\_\_\_\_:

We are writing to thank you for agreeing to participate in \_\_\_\_\_ High School's community partnership program. It is our understanding that you will accept \_\_\_\_\_ (number) student(s) for \_\_\_\_\_ (length and type of program).

The following student(s) have/has expressed an interest in working with your company:

These students have been asked to telephone you and make arrangements for an interview.

Please refer any questions and/or concerns to me at the school (phone: \_\_\_\_\_).

Thank you again for your cooperation in expanding the learning opportunities for our students.

Yours sincerely,

- establish a formal document of the partnership agreement, to be signed by the teacher/coordinator, the community partner, and the student. For example:

<p style="text-align: center;"><b><u>PARTNERSHIP AGREEMENT</u></b></p>	
<p>Between: _____</p>	
<p style="text-align: center;">and</p>	
<p>_____</p>	
<p>We hereby declare that we have entered into a partnership aimed at enriching the learning experiences of students in:</p>	
<p>_____</p>	
<p style="text-align: center;">School</p>	
<p>We agree with the objectives of the program which are:</p>	
<p>1.</p>	
<p>2.</p>	
<p>3.</p>	
<p>4.</p>	
<p>We agree that: (Specifics)</p>	
<p>1.</p>	
<p>2.</p>	
<p>3.</p>	
<p>_____</p>	<p>_____</p>
<p>School Representative</p>	<p>Student Representative</p>
<p>_____</p>	<p>_____</p>
<p>Parent Representative</p>	<p>Organization/Individual/ Business Representatives</p>



## ii. Home and School

- provide parents with an overview of the school board's philosophy and commitment to the program
- explain in detail the mechanics of the program
- explain the board's insurance policy which covers students while at the training station
- answer any concerns that parents may have
- ask parents for their support of the program

## LETTER TO PARENT

Dear \_\_\_\_\_ :

The Integrated Occupational Program of \_\_\_\_\_ School is (briefly describe program)

In order to ensure your child's coming community partnership experience is as valuable as possible, we request that you complete the attached "Partnership Agreement" and return it to the school by (date). During this time we hope you will encourage your child to discuss the experience with you. If you have any questions and/or concerns please do not hesitate to call me at (phone: ).

We appreciate your cooperation, which is vital to ensuring the success of the community partnership program. Community partnerships require a coordinated effort among all community members. In so doing, community partnerships expand the learning opportunities for the school's most important constituents: the students.

Yours sincerely,

### iii. General Public

- provide a press release and follow-up articles for the local newspaper and radio station to increase public awareness of exciting educational endeavours as well as to show appreciation of supportive people and businesses.

[illegible]

## PROGRAM MONITORING AND MANAGEMENT

Successful partnership programs require thoughtful coordination of the various management components. Some of these identifiable components are:

- Taking into account individual student needs, desires and problems influence performance to ensure proper placements.
- Tying together the classroom and on-the-job training components in such a way that the stated objectives may be achieved.
- Regularly assessing the strength of the program by both partners.
- Cooperatively managing human resources ensure effective communication and to maintain a working atmosphere that encourages continued involvement.

Although the Integrated Occupational Program is primarily an educational program, there is an emphasis on the community partnership placement as a real job. As students are confronted with actual job expectations, classroom theory becomes a reality, and students and parents need to be aware that students will be treated as regular employees. As in any job, students will have to prove to employers that they can handle responsibility. Many employers have students complete jobs of lesser responsibility during the first few weeks to give them the chance to prove themselves. In this way, students are able to adjust to different work sites and grow with their jobs.

Partnerships need to be monitored to ensure that each is working well. Monitoring strategies may include:

- establishing a reporting system that provides opportunities for teacher-student-partner discussion. For example:

<u>VISITATION REPORT</u>	
Student's Name _____	
Placement Location _____	
Employer/Supervisor _____	
Date: _____ Time: _____	
Student's	a) Attitude/Interest _____ _____
	b) Comments _____ _____
Supervisor's	a) Attitude/Interest _____ _____
	b) Comments _____ _____
General Comments: _____ _____ _____	

- using behaviour/competency checklists on a daily/weekly/monthly basis. These checklists may include the following information:
  - attendance
  - jobs done
  - equipment used
  - areas of strength
  - suggestions for improvement
  - dresses properly
  - follows instruction
  - finishes job
  - attitude
  - personal relations
  - responsibility
  - safety.
- dealing with problem situations effectively. The following procedure may be useful to share with the employer:

**SUGGESTED PROCEDURE WHEN EXPERIENCING  
A PROBLEM WITH A STUDENT**

- Inform the Community Partnership Coordinator.
- Outline your perception of the problem to the student.
- If possible, develop a plan to solve the problem. For example:
  - Give the student a goal to work toward
  - Develop a list of duties to be performed
  - Outline specific output expectations (e.g., two oil changes per hour)
  - Develop a list of duties the student could do when regular duties are finished
  - Increase supervision and/or assign the student to work with another employee.
- If the problem is serious, or if plans have not worked to solve the problem, the following is a suggested procedure:
  - Inform the teacher/coordinator
  - Hold a frank meeting with the student explaining the reasons the student's job is in jeopardy
  - Consider allowing the student a chance to reverse his or her behaviour
  - Notify the teacher/coordinator when all else has failed. It is your right to terminate a student.

## PROGRAM EVALUATION

Program evaluation should be conducted in two dimensions. One is the evaluation of the program, the other is the evaluation of a student's behaviour and performance after participating in a partnership.

Evaluation of the total community partnership program should involve all concerned. The following sample of a student "Program Evaluation Form" may be adapted for general input from employers, volunteers and parents.

<b><u>PROGRAM EVALUATION FORM</u></b> (Student)	
1. Do you feel that this experience:	
(a) has been of benefit to you?	
Yes ____	No ____
How _____	Why not? _____
_____	_____
(b) has helped to prepare you for the world of work?	
Yes ____	No ____
How _____	Why not? _____
_____	_____
(c) has expanded your learning opportunities?	
Yes ____	No ____
How _____	Why not? _____
_____	_____
2. What difficulties arose?	
_____	
_____	
3. What strengths/abilities did you discover in yourself as a result of this experience?	
_____	
_____	
4. Do you have any suggestions for improving this program?	
_____	
_____	
_____	
Placement Location _____	Date _____
Employer/Supervisor _____	Signature _____
	Student _____

Evaluation of the program should focus on:

- the adequacy of the program in serving the educational needs of students
- the strengths and weaknesses of the program
- the achievement of objectives as outlined
- the benefits of the program.

Student evaluation may involve two components: the in-school component and the job site component of the program. The evaluation criteria should be well defined and thoroughly explained to the student at the beginning of the program:

- The student's evaluation of the work placement and personal growth opportunities may include:
  - a self-evaluation of the work placement, outlining areas of strength, areas where improvement is needed, etc.
  - a self-evaluation of knowledge and skills developed and awareness gained.
- The teacher's/coordinator's evaluation may include:
  - assessing the student's in-class assignments and participation
  - reviewing student log sheets and diary on a regular basis
  - visiting and observing the student at work
  - keeping anecdotal records after each visit
  - reviewing the student's progress with the supervisor
  - reviewing the student's progress with the student
  - taking into account the student's self-evaluation of progress
  - calculating a final mark for reporting purposes.
- The community partner's evaluation may include:
  - observing the student's performance on the job, and giving immediate feedback to the student
  - completing written progress reports or checklists
  - assessing activities related to projects and assignments from the in-school component
  - reviewing work and employability skills
  - completing a final evaluation.

## PROGRAM VALIDATION

An ongoing aspect of the school's role with regard to the program and the student is to ensure that the program itself is able to accomplish the stated goals.

Validation is the "key piece" in the ongoing efforts to maintain a successful program.

**Validation occurs when the partners reach agreement and can show reasons and evidence that goals have been met.** For example:

- **For the students** – the level and type of experience is different from, broader than and, at least in some aspects, deeper than what the students could have achieved in a classroom or school lab.
- **For the employer** – the students have gained experiences that will be beneficial and will differentiate them from other young, untrained people who will approach a prospective employer seeking to enter the world of work.
- **For the school** – the off-campus placement has served to enhance in-school efforts and assist students in their personal development, their career development, and eventually in their transition to the workplace.
- **For the parent** – the partnership experience has produced growth in maturity and skill development of their son or daughter.



## RECOGNITION OF COMMUNITY PARTNERS

The services and support provided by partners should be acknowledged with expressions of appreciation from students, teachers and parents. Some ideas for providing recognition include:

- Hosting special recognition events for partners and/or volunteers (e.g., brunch, lunch).
- Featuring partners and/or volunteers in the school newsletter or newspaper.
- Welcoming them into the staff room.
- Inviting community partners to attend special events in the school.
- Designing greeting cards at special times of the year.
- Referencing the work of partners during open houses and on parents' night.
- Recognizing the commitment and dedication of community partners through writing about them in the local community paper.
- Presenting all partners with a framed Certificate of Appreciation suitable for hanging in their front office.
- Sending letters of appreciation from students and teachers. Samples:

### STUDENT THANK-YOU LETTER (on School Letterhead)

Date

Employer's Official Title

Name of Business/Organization/Individual

Address (including postal code)

Dear Mr./Mrs. \_\_\_\_\_.

I would like to thank you for providing me with the opportunity to learn more about \_\_\_\_\_.

(Second paragraph could mention specific skills learned and person(s) who were particularly helpful).

(The final paragraph should express personal appreciation of the value of the experience.)

Yours sincerely,

Name

Home Address

Telephone No.

### SCHOOL/TEACHER THANK-YOU LETTER Community/Business Partners

Dear \_\_\_\_\_:

We wish to express our sincere appreciation for your involvement as a Partner in Education. We understand the time and commitment necessary in providing students with a real life learning situation. This co-ordinated effort to prepare our students represents an investment that will never stop paying dividends. Our dividend will appear in the form of a more literate society, better prepared employees and a country that is proud of its schools. Thank you for your part in this educational endeavour.

Yours sincerely,





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INFORMATION MANUAL FOR  
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